University of Portsmouth Travel Plan 2021-2024

Contents

Executive summary

A Travel Plan aims to reduce the number of people travelling by car alone to/from a site and increase the use of sustainable travel modes, including walking, cycling, public transport and car sharing. This Travel Plan contains a number of aims and objectives aimed at providing direction when addressing transport issues experienced by the University. The overall aim of this Travel Plan is to change the travel behaviour of those staff and students able to increase the number of journeys they make by walking, cycling, public transport and car sharing, and to promote alternatives to business travel. A number of targets for different transport modes to be achieved by 2024 are included and an Action Plan details which measures will be implemented to achieve the Plan's objectives and associated targets.

Transport is a major source of greenhouse gas emissions. By promoting low-carbon transport modes to staff, students and visitors, the Travel Plan can contribute to achieving the *University Strategy 2025 and Vision 2030* aim for the University to become climate positive by 2030. Additionally, the Travel Plan may play a role in helping the University to support staff and student wellbeing by supporting active travel (cycling, walking and other non-vehicular forms of transport). This may help to build exercise into more people's daily routines, which can deliver mental and physical health benefits and reduce staff absenteeism. The Travel Plan can also help to address and manage car parking issue, increase site accessibility and travel choices (particularly for people with mobility problems or disabilities), and improve awareness of transport options.

The University has a good range of facilities and discounts to encourage sustainable travel (www.port.ac.uk/about-us/working-at-portsmouth/commuting-to-portsmouth) and is ideally situated to benefit from the city's transport links.

The staff survey (2020) indicates that active travel (cycling, walking etc.) has overtaken solo car use to become the most common way staff commute. There remains a large demand for more secure bicycle parking on campus, additional changing facilities and lockers to support staff to continue or start using active travel modes. Additional discounts from public transport providers and ways of mitigating the significant upfront costs of season tickets would help to support public transport use. Staff also wanted to be able to work more flexibly. This included being able to fit their working hours around public transport timetables and working from home more often. Understandably, enquiries about electric car charging points are on the increase.

Key actions recommended in the Action Plan therefore include improving bicycle security, providing more storage and changing facilities for active travellers, supporting the use of electric vehicles to travel to the University, exploring whether a season ticket loan could reduce the financial barriers to public transport use, and supporting flexible working and the use of alternatives to business travel.

Unfortunately, the student travel survey (2020) had a very low uptake as it coincided with the announcement and start of the Corona virus lockdown. Another survey will be held at a later date and an addendum updating student travel behaviours provided.

1 Introduction

1.1   What is a Travel Plan and its benefits?

A Travel Plan aims to reduce the number of people travelling by car alone to or from a site and to increase the number of people using sustainable travel modes. This includes walking, cycling, public transport and car sharing. A Travel Plan should be provided by all developments which generate significant amounts of movement. This applies to the University, as a multi-site campus. On a local level, Portsmouth City Council's *The Portsmouth Plan* (adopted 2012) requires travel plans from new residential developments, business, shops and schools. This Travel Plan supports this requirement by outlining a robust strategy promoting sustainable transport modes to staff, students and visitors, built on the University's previous Travel Plan (2017-2020). It is aligned with the University's Masterplan for the University, to ensure transport is considered when applying the Building Research Establishment BREEAM assessment method to Masterplan projects, infrastructure and buildings.

The University has a strategic commitment to deliver sustainability through all its operations, including transport, so this Travel Plan complements other policies and strategies. Travel to and from the University is likely to contribute to Portsmouth's air quality issues, as it is a key site and employer in the city. Air pollution can have significant adverse health impacts. Transport is also the largest source of domestic greenhouse gas emissions in the UK so sustainable transport can play an important role in climate change mitigation.[1]. Therefore, promoting sustainable travel modes to staff, students and visitors may help the University to reduce its environmental impacts and meet its strategic aim to become climate positive.

Additionally, the Travel Plan may play a role in helping the University to support staff and student wellbeing. By supporting active travel (cycling, walking and other non-vehicular forms of transport), it may help to build exercise into more people's daily routines. This can deliver both mental and physical health benefits and reduce staff absenteeism.

The Travel Plan can also help to address and manage car parking demand, increase site accessibility and travel choices (particularly for people with mobility problems or disabilities), and improve awareness of transport options. This may support staff and student recruitment and retention. It may also improve relations with neighbouring businesses and local communities, particularly if it results in reduced congestion and improved air quality.

1.2 Structure of Travel Plan

This Travel Plan covers the following:
- An introduction to the University's links to the city and local transport network
- Aims and objectives that will guide the Travel Plan;
- Key results from the staff survey and other data sources which have been used to drive the formation of targets and measures;
- Targets to set the direction of the Travel Plan in the future;
- A set of measures within an Action Plan;
- How the Travel Plan will be managed to ensure it is successfully implemented and;
- A monitoring framework to measure progress and success.

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[1]   Department for Transport, 2019, Transport Statistics Great Britain, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/870647/tsgb-2019.pdf

2 Background

2.1 The University

The University attracts approximately 25,500 students from around the UK and overseas and is a major local employer, with approximately 3,000 staff. As such, it generates significant movement. Some key statistics for students are set out below.

Table 1 Key student statistics 2018/19

Area	Figures
Undergraduate / Postgraduate	21,090 UG; 4,425 PG
Full time / part time	20,990 Full time; 4,525 Part time
UK / EU / International	21,040 UK; 1,120 EU; 3,350 International
Total students	25,515

The University is mainly located in Portsmouth city centre, with buildings concentrated in an area known as the University Quarter. A map of the University Quarter is shown in Figure 1. Most teaching is delivered in this area. In addition, all University managed student accommodation is now within the University Quarter but outdoor sports facilities are currently located a few miles away at the Langstone sports site in Southsea.

2.1.1   Active Travel at University of Portsmouth

Portsmouth's flat, compact nature makes it ideal for active travel, such as walking, cycling and similar travel options. Walking between University sites is a convenient option, due to the short distances typically involved. The main city centre bus stops and rail stations are also within walking distance and there is a network of walking and cycling routes around Portsmouth that support onwards travel.

In addition, the University provides cyclists with around 1,500 bicycle parking spaces across the campus, including at University-owned halls of residences. Both students and staff are able to request swipe card access to covered bike compounds at Eldon Building, Mercantile House, Burnaby Terrace Car Park, and Harry Law. Further secure bike cages with key operated locks are available at St George's Building, Park Building, and Burrell House and Rees Halls. The locations of cycle parking and other active travel facilities, such as showers, have been mapped on an active travel facilities map which is available to staff and students via the Travel to Work pages and MyPort.

2.1.2   University Bus Service

The University provides two bus services, in partnership with First Bus. The U1 bus is aimed to help students and staff to travel between the University Quarter and Southsea, a popular residential area. It operates on a circular route on weekdays in term time, between 07:36 to 00:27. The U2 runs between Cambridge Road and Langstone sports facilities on Monday, Tuesday and Wednesday afternoons and evenings during term times. (it provides transport to and from sports activities and cannot be used for local journeys). Seats on both services are available on a first come first served basis and travel is free for students and staff. As they are primarily designed for student use, both services only run during term time.
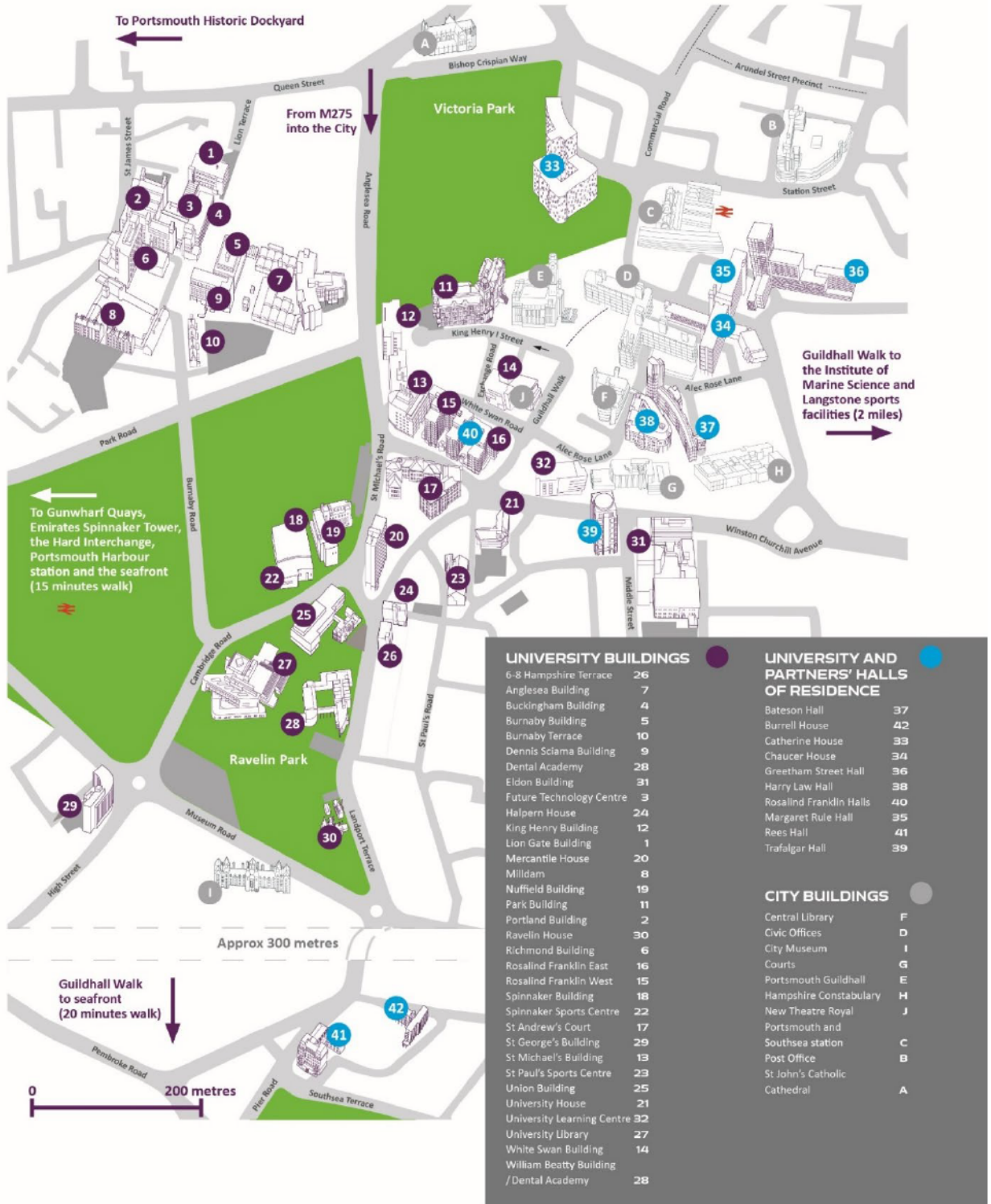
UNIVERSITY OF PORTSMOUTH

To Portsmouth Historic Dockyard

From M275 into the City

Victoria Park

Guildhall Walk to the Institute of Marine Science and Langstone sports facilities (2 miles)

To Gunwharf Quays, Emirates Spinnaker Tower, the Hard Interchange, Portsmouth Harbour station and the seafront (15 minutes walk)

Ravelin Park

Approx 300 metres

Guildhall Walk to seafront (20 minutes walk)

0 — 200 metres

UNIVERSITY BUILDINGS	
6-8 Hampshire Terrace	26
Anglesea Building	7
Buckingham Building	4
Burnaby Building	5
Burnaby Terrace	10
Dennis Sciama Building	9
Dental Academy	28
Eldon Building	31
Future Technology Centre	3
Halpern House	24
King Henry Building	12
Lion Gate Building	1
Mercantile House	20
Milldam	8
Nuffield Building	19
Park Building	11
Portland Building	2
Ravelin House	30
Richmond Building	6
Rosalind Franklin East	16
Rosalind Franklin West	15
Spinnaker Building	18
Spinnaker Sports Centre	22
St Andrew's Court	17
St George's Building	29
St Michael's Building	13
St Paul's Sports Centre	23
Union Building	25
University House	21
University Learning Centre	32
University Library	27
White Swan Building	14
William Beatty Building / Dental Academy	28

UNIVERSITY AND PARTNERS' HALLS OF RESIDENCE	
Bateson Hall	37
Burrell House	42
Catherine House	33
Chaucer House	34
Greetham Street Hall	36
Harry Law Hall	38
Rosalind Franklin Halls	40
Margaret Rule Hall	35
Rees Hall	41
Trafalgar Hall	39

CITY BUILDINGS	
Central Library	F
Civic Offices	D
City Museum	I
Courts	G
Portsmouth Guildhall	E
Hampshire Constabulary	H
New Theatre Royal	J
Portsmouth and Southsea station	C
Post Office	B
St John's Catholic Cathedral	A

Figure 1 Map of University of Portsmouth

2.1.3 Car Parking at University of Portsmouth

The University has a number of car parks, as detailed below:

- Anglesea Front
- Anglesea Rear
- Eldon Building
- Lion Terrace
- Melbourne Place
- Mercantile Building (Disabled Only)
- Milldam

- Nuffield
- Park Building
- Portland Building
- Ravelin House
- Spinnaker Sports
- St Andrews Court (Visitors/Disabled Only)
- St George's Building

- Gun House
- University House
- Waltham Street
- William Beatty
- Wiltshire Street

Anyone wishing to park on University premises must display an appropriate permit or scratch card. While motorcyclists do not require a permit, they must park in the bays designated in a limited number of car parks. Visitors are able to purchase a scratch card from Estates Helpdesk. In addition, Pay & Display parking is available during the hours of 5.00 pm - 8.00 am Monday - Friday and all day at weekends in some car parks.

Staff can purchase an annual permit, which is valid for a specific vehicle. This does not guarantee them a parking space. Car sharing permits, which apply to two vehicles, are available if staff provide evidence of a car sharing arrangement. Previously car parking spaces have been difficult to find, due to the number of staff trying to use the car parks. In order to better manage this demand, while also reduce short car journeys, staff living within a two mile exclusion zone are no longer eligible for a parking permit. This aims to ensure that car parking space are available for those who need them most. As such, to minimise any adverse impacts, the exclusion zone does not apply to staff who are disabled, have caring responsibilities, or work unsocial hours where public transport is not available. Alternatively, staff may purchase up to 10 daily scratch cards a year. This enables them to use their car to attend medical appointments or for occasional business use.

Students living in the University's halls of residence are not allowed to bring a car, according to their contract. Those in private accommodation are also requested not to keep a car in Portsmouth. This both discourages students from driving short journeys and helps to reduce the University's impact on the local community, given that parking is often limited in residential areas.

It is recognised that some students, such as those living outside of Portsmouth, may have limited feasible alternatives to driving though. To ensure the University is accessible to them, students are eligible to apply for a parking permit if they are registered disabled badge holders, they have restricted public transport from their home address (which must be outside the PO1-PO6 postcode areas), or due to exceptional circumstances.

Parking permit charges will be reviewed and if necessary increased annually to ensure that parity with public transport costs is maintained.

2.1.4 University Fleet

The University currently operates a fleet of 36 vehicles. The University owns 5 of these vehicles and the rest are lease vehicles. The fleet is used by designated Departments, teams and personnel, such as plumbers and electricians working in Estates, the Post Room and Catering.

The vehicle fleet is not for staff to use for business travel purposes. If staff require a car for this purpose they can book a hire car via the Estates Help Desk or Travel and Expenses Service. There are controls are in place on what type of cars staff can hire.

2.1.6 University Policies

The Travel Plan is part of a suite of documents that the University uses to guide its day-to-day operations. As Table 2 shows, there are numerous linkages between the Travel Plan and other University policies as they have common themes and are striving to achieve the same overarching objectives.

Table 2 Links to other University policies

Policy	Key Themes	Links with the Travel Plan
University Vision 2030 and Strategy 2025	Aims to become a climate-positive university by 2030, specifically including sustainable transportation.	The Travel Plan will actively set out a strategy to promote sustainable transportation and reduce the University's travel-related carbon footprint
Car Parking Policy and Regulations, 2019	Sets out the direction for managing car parking on-site, including a 2 mile restriction zone.	The Travel Plan will strengthen this Policy by promoting alternatives to car-based travel
Environmental Policy	This document outlines compliance with environmental legislation and environmental management systems (ISO 14001).	The document states that the University will promote sustainable travel modes to reduce reliance on car journeys and their impacts.
ISO 14001	Travel is identified as a significant environmental impact.	Travel Plan targets and objectives are included in the ISO 14001 targets and objectives.
Guidance: Time Off in Lieu (TOIL) and Flexitime	Outlines forms of flexible working and how to make a flexible working request	The Travel Plan outlines several travel options that can support flexible working
Health and Safety Policy 2017	The policy sets out the University's commitment to staff and student health, safety, wellbeing and welfare	Health and wellbeing of staff is linked with active and sustainable travel via the Travel Plan.
Travel and Expenses Policy 2019	Outlines policy and practices for booking and claiming expenses for business travel	Supports the Travel Plan by encouraging the use of public transport where possible

2.2 Local Transport Links

Portsmouth is the UK's only island city, which restricts access points to the city. There are only three roads linking Portsea Island to the mainland: the M275, A2030 and A3. This can cause congestion problems.

However, the city has an extensive public transport network (including rail, buses and ferry links) that students and staff are able to use. There are five rail stations within the city, from which three railway companies operate services: South Western Railways, Southern Trains and Great Western Railways. These companies run direct train services between Portsmouth and a range of principle stations, such as London Waterloo/Victoria, Southampton Central, Brighton, and Guildford.

Public buses, operated by First Bus and Stagecoach, serve all of Portsmouth. The central interchange is the Hard, located beside Portsmouth Harbour Station, and most routes pass through the city centre. National Express and Megabus coaches also serve the Hard, connecting Portsmouth with a variety of locations around the UK. Some National Express services also stop outside the Student Union, on Cambridge Road.

Portsmouth also has a Park and Ride service, located just off the M275 at Tipner Point. Buses run along two routes. The PR1 stops near the University's most northerly buildings on Queen Street, whereas the PR2 specifically serves the University area and stops on Winston Churchill Avenue and Cambridge Road.

Additionally, Portsmouth is well connected by both local and cross-Channel ferry services. Foot passenger services are available to Gosport, Hayling Island and Ryde on the Isle of Wight, and a hovercraft service provides a further foot passenger link between Ryde and Southsea. In addition, vehicle ferries also sail between Portsmouth and Fishbourne on the Isle of Wight.

2.3 Travel Developments in Portsmouth

Portsmouth City Council's (PCC) draft Transport Strategy 2020-2036 aims to deliver cleaner air, prioritise cycling and walking, and transform public transport while supporting businesses. Significant funding has been received from central government for projects supporting these aims. For example, PCC is developing bike share and trial e-scooter hire schemes, which should be launched in 2021. The planned South East Hampshire Rapid Transit network will provide dedicated road space for buses, which could reduce the impact of congestion on journey times and reliability. In addition, EV charging points are currently being installed in residential areas, and will potentially be installed in car parks in the future. A proposed micro-consolidation scheme seeks to use e-cargo bikes to reduce the number of delivery vehicles in use in Portsmouth. These developments may help to enable staff and students to make more sustainable travel choices or offer the University potential opportunities to reduce its indirect delivery emissions.

Priority walking and cycling routes for key journeys around the city and improvement measures are outlined in greater detail in PCC's *Local Cycling & Walking Infrastructure Plan*. Suggested interventions include physical traffic calming measures, segregated cycle lanes, widening footpaths and cycle tracks, and improving road crossings. These improvements may increase the attractiveness of cycling or walking to the University, especially as many prioritised routes converge in the city centre. Along with complementary measures such as increased secure cycle parking in densely populated areas, this could support the University's aim to increase active travel among staff and students.

A Clean Air Zone will be implemented in Portsmouth in the autumn of 2021, in order to improve the local air quality. Details are being finalised, but the zone will cover central Portsmouth, including most University sites or their access routes. HGVs, buses and coaches, and private hire vehicles not meeting emissions standards will be charged a daily rate to enter the zone. Some of the consequences of this may support the aims of the Travel Plan. For example, more expensive or scarcer taxis may encourage students to walk to the University instead. However, it is important the Travel Plan also considers how to reduce adverse impacts of the Clean Air Zone. This could include reducing the number of deliveries to the University, and assisting large groups of visitors to find sustainable alternatives to coaches.

Travel patterns across society altered during and after the national lockdown of 2020. During the lockdown of the spring cycling rates more than doubled nationally and increased to 156% compared to the previous year in Portsmouth. Portsmouth City Council implemented a range of measures to support social distancing for pedestrians and cyclists in the city. This included pop up cycle lanes and pavement widening. Although they had declined from the lockdown peak, national figures suggest cycling rates remained higher than normal during the autumn. This suggests that there is an important opportunity to encourage more staff and students in cycling their commute. This may be particularly important given that vehicle traffic has nearly returned to pre-lockdown levels since restrictions were eased, whereas public transport passenger levels remain notably below normal.

It is important that alternative approaches to meeting the University's sustainability aims are also considered. The University itself has seen a significant increase in working from home and remote learning, with associated increase in tools such as video calling, due to the response to the Covid-19 pandemic. Building on these cultural changes could support the aims of the Travel Plan's aims. For example, maintaining flexible working practices may help to minimise carbon emissions, congestion and parking issues caused by staff commuting to campus. Additionally, a long-term reduction in business travel emissions could be gained by ensuring that the increased use of video calls in place of traveling to meeting is retained where appropriate.

2.4 Summary

The University has a good range of facilities to encourage sustainable travel and is well-served by Portsmouth's transport links. The Travel Plan also complements and contributes to other University policies, thus demonstrating that all University policies have common themes and are striving to achieve the same aims/objectives.

3 Aims and Objectives

Defining aims and corresponding objectives will provide direction for the Travel Plan and a benchmark to review progress. The aims and objectives of the Travel Plan are identified in this section.

3.1 Aims

The overall aim of the Travel Plan is to promote and actively support the use of sustainable transport to complete trips to, from and around the University to all staff, students and visitors. This includes public transport, walking, cycling and car sharing.

3.2 Objectives

A review of the previous Travel Plan shows progress has been made against all objectives. This has been particularly so for reducing parking pressures and infrastructure costs, raising the profile of travel information, and incentivising cycling, walking and public transport. The extent of progress against each objective and specific measures taken are outlined in Appendix A.

This Plan's objectives follow on from the previous Travel Plan and are to:

- Support climate positive travel
- Support air quality improvements
- Improve the health and wellbeing of staff and students
- Support local travel partnerships and safety
- Incentivise walking, cycling and public transport

- Reduce car parking pressure and infrastructure costs
- Raise the profile of travel information
- Positively contribute to the quality of the learning and working environment for staff and students

Taking on previous objectives will provide some continuity in the University's overall transport strategy. It will also assist when comparing progress made over time. In this Travel Plan, progress will be actively sought against all objectives.

4 Travel Survey Results

Staff survey data shows that there has been an increase in the use of sustainable travel modes over the last three years, meaning the majority of staff use sustainable travel modes. A full analysis of the survey is provided in Appendix B. In particular, there has also been a large increase in the proportion of staff cycling to work. There has also been a large decrease in the number of staff driving to work because of changes to the Car Parking Policy in 2019. The Car Parking Policy changes seem to have successfully reduced car parking pressures with minimal displacement to surrounding areas.

There is a large demand for more secure bicycle parking on campus, given that bicycle theft is a major concern of staff. Additional changing facilities and lockers are also key ways to support staff to continue or start using active travel modes. Additional discounts from public transport providers and ways of mitigating the significant upfront costs of season tickets would help to support public transport use. Staff also wanted to be able to work more flexibly. This included being able to fit their working hours around public transport timetables and working from home more often.

Only a minority of staff frequently make work related trips. The high proportion who walk or use trains of these trips is encouraging. However, there is still scope to reduce the number of staff who use of private cars and domestic flights. The

use of video and telephone conferences has been low prior to the Covid-19 lockdown. Building on any increase in familiarity with this type of software that staff gain during the lockdown could be an important opportunity to reduce business travel and its associated carbon emissions.

The student travel survey (2020) had a very low uptake as it coincided with the announcement and start of the Corona virus lockdown. Another survey will be held at a later date and an addendum updating student travel behaviours provided.

5 Targets

This section identifies the Travel Plan targets that have been set to meet the overall aims and objectives. A new series of targets has been established to ensure that the University continues to meet its objectives, as shown in Table 4. The targets have been formulated following a review of the survey and other data, and taking into consideration projects being undertaken by Portsmouth City Council to support different travel modes. Additional targets focused on students will be formulated once sufficient data is available.

Table 3 2021 staff targets

Staff targets
A 10 percentage point decrease in staff using cars daily for journeys from home to work. This would mean 267 fewer staff commuting daily by car.
A 3 percentage point increase in staff use of public transport for journeys to work. This would mean 80 more staff using public transport bringing the total to 792.
A 5 percentage point increase in staff levels of cycling and walking to work. This would mean 133 extra staff cycling or walking, bringing the total to 1106.
A 30 percentage point increase in staff frequently or very frequently using video or telephone conferencing. This would mean a total of 1145 staff (very) frequently telephone conferencing and 1198 (very) frequently video conferencing, roughly tripling numbers.

Progress against previous targets is reported on in Appendix A.

6 Action Plan

The new Action Plan details measures to be implemented to achieve this Plan's objectives and targets. Previous measures formed the Action Plan's basis, with new measures introduced based on the review of the survey data.

Measures have been assigned to each objective, along with the following information:

Audience – whether applicable to either students, staff or visitors;

Timescale –whether the measure is ongoing or should be achieved over the short (2021-2022, medium (2021-2023) or long term (2021-2024);

Responsibility – who within the University is responsible for implementing the measure.

Support Climate Positive Travel

Measure	Audience	Timescale	Responsibility
Continue to monitor fleet vehicle, staff and student commute and business travel carbon emissions for annual reporting requirements	Students and staff	Ongoing	Travel Plan Coordinator
Support the use of electric vehicles for journeys to the University e.g. by installing charging points in car parks	Staff and visitors	2021-23	Travel Plan Coordinator
Support an increase in flexible working and working from home to reduce the number of staff commuting journeys undertaken	Staff	2021-24	Travel Plan Coordinator
Promote better use of technology to reduce the need to travel	Staff	2021-23	Travel Plan Coordinator
Reduce the number of hire car journeys used to access locations which are adequately serviced by the local bus network and national rail network for staff business travel	Staff	2021-23	Travel Plan Coordinator/ Estates Helpdesk/ Procurement Team
Investigate the use of electric or ULEV hire vehicles to reduce carbon emissions from business trips	Staff	2021-23	Travel Plan Coordinator/ Estates Helpdesk/ Procurement Team

Support air quality improvements

Measure	Audience	Timescale	Responsibility
Investigate and where possible implement measures to reduce the number of deliveries and servicing journeys to the University	Staff	2021-24	Travel Plan Coordinator

Reduce the number of student vehicles brought into the city	Students	Ongoing	Travel Plan Coordinator/ Campus Services

Support local travel partnerships

Measure	Audience	Timescale	Responsibility
Continue to research and implement where possible best practice to increase the uptake of sustainable modes	Students, staff and visitors	Ongoing	Travel Plan Coordinator
Continue to build/consolidate partnerships with PCC, local transport providers/local bicycle shops/ local police	Students, staff and visitors	Ongoing	Travel Plan Coordinator

Raise the profile of travel information

Measure	Audience	Timescale	Responsibility
Continue to work with Marketing Team to raise the profile of travel information and on marketing campaigns, particularly at key times of year	Students, staff and visitors	Ongoing	Travel Plan Coordinator/ Marketing & Communications
Continue to raise the profile of the travel information on the University webpages and ensure that information is updated regularly	Students, staff and visitors	Ongoing	Travel Plan Coordinator
Raise the profile of information relating to sustainable business travel on our webpages	Staff and visitors	2021-22	Travel Plan Coordinator
Provide travel information to new staff as early as possible in the recruitment process	Staff	2021-23	Travel Plan Coordinator
Work with the Student Union and/or Marketing team on marketing events to promote sustainable travel, particularly at key times of year such as Fresher's	Students and staff	Ongoing	Travel Plan Coordinator/ Student Union/ Marketing & Communications
Consider and if possible implement offline methods of providing information on travel options and initiatives e.g. mini travel clinics around campus	Students and staff	2021-22	Travel Plan Coordinator
Increase the promotion of sustainable transport options to visitors, particularly for open days, conferences, graduation, summer lets etc.	Visitors	2021-23	Travel Plan Coordinator

Incentivise walking, cycling and public transport

Measure	Audience	Timescale	Responsibility
Take part in external campaigns/events/challenges e.g. Walk to Work Week, Bike Week	Students and staff	Ongoing	Travel Plan Coordinator
Continue improving cycle parking, with a particular focus on security, weather protection, and accessibility for users with mobility issues, adapted/specialised cycles or child seats/trailers	Students, staff and visitors	2021-23	Travel Plan Coordinator
Increase the availability of lockers and changing facilities for active travellers	Students, staff and visitors	2021-23	Travel Plan Coordinator
Conduct regular site audits to determine state and level of onsite facilities	Students, staff and visitors	Ongoing	Travel Plan Coordinator

Continue to promote existing facilities e.g. showers and lockers	Students, staff and visitors	Ongoing	Travel Plan Coordinator
Continue to offer cycling and cycle maintenance training for staff and students	Students and staff	Ongoing	Travel Plan Coordinator
Continue to promote Cycle to Work scheme and review the suitability of the scheme	Staff	Ongoing	Travel Plan Coordinator
Continue to promote bicycle purchase and accessory discounts offered by local shops	Students and staff	Ongoing	Travel Plan Coordinator
Continue to provide a cycle/walking buddy scheme for staff	Staff	Ongoing	Travel Plan Coordinator
Continue to improve pedestrian and cyclist safety in and around the University campus by a range of infrastructure and promotional initiatives	Students, staff and visitors	Ongoing	Travel Plan Coordinator
Consider allowing young dependants to accompany staff/students on the University Bus, to reduce the need for parents to drive short distances to the University	Students and staff	2021-23	Travel Plan Coordinator
Continue to promote existing public transport discounts to staff and students and explore whether further incentives can be offered	Students and staff	Ongoing	Travel Plan Coordinator
Consider setting up a season ticket loan scheme to remove a barrier to public transport use	Staff	2021-24	Travel Plan Coordinator

Reduce parking pressure and infrastructure costs

Measure	Audience	Timescale	Responsibility
Continue to monitor and review the parking policy to ensure it is fit for purpose	Students, staff and visitors	Ongoing	Travel Plan Coordinator
Review parking permit charges annually to ensure parity with public transport options is maintained. Prices to be increased based on inflation (either CPR or RPI, to be confirmed)	Students, staff, and visitors	Ongoing	Director of Estates and Campus Services
Continue to promote car sharing	Staff	Ongoing	Travel Plan Coordinator

Positively contribute to the learning and working environment

Measure	Audience	Timescale	Responsibility
Identify sustainable transport opportunities in connection to Estates Masterplan projects e.g. high-quality bicycle storage, changing facilities, ease of access	Students, staff and visitors	Ongoing	Travel Plan Coordinator/ Masterplan Board

Improve the health and wellbeing of staff and students

Measure	Audience	Timescale	Responsibility
Ensure that marketing campaigns highlight the physical and mental health benefits of active travel and public transport use	Students and staff	2021-22	Travel Plan Coordinator

7 Travel Plan Management

This section outlines how the Travel Plan will be managed and who will be responsible for implementing and monitoring measures.

7.1 Roles and Responsibilities

This Travel Plan comes under the remit of the Estates and Campus Services Department and will be monitored by the Energy and Environment Team within the scope of the Environmental Policy and Environmental Management System. The Sustainable Travel Coordinator will be responsible for implementing the Travel Plan.

Where possible, the Sustainable Travel Coordinator will work with the relevant University departments/teams, such as the Marketing and Communications Department, to implement parts of the Plan.

7.2 Procurement and Funding

Funding for delivery of the Travel Plan will be obtained from a range of sources, such as the Energy and Environment budget, and budgets for individual Masterplan developments. Relevant external funding sources will be sought as necessary e.g. competitive funding bids, local government funding and support via local authority transport or public health teams.

7.3 Partnership Working

This Plan will be more effectively implemented by working with a number of local partners, given that much of the transport infrastructure around the University is not directly under its control. For example, the University already works with First Bus to provide the University Bus and with a range of public transport operators and local bike shops to offer discounts. The University could also increase its collaboration with Portsmouth City Council or other organisations (e.g. Sustrans or PompeyBUG) to promote sustainable travel schemes and campaigns.

7.4 Communication and Marketing

Marketing the Travel Plan is crucial in order to increase awareness of measures and what the Travel Plan is trying to achieve. A lack of awareness of various initiatives and schemes among a notable proportion of staff remains apparent in the survey results. It is therefore important that communication continues to improve and expand, to ensure all staff and students are reached.

Key factors to take into consideration are:

- Key messages – this should be positive and outline the benefits of using sustainable transport;
- Audience – any marketing will need to be tailored to staff or students;
- Communication channels – particularly given low use of the Travel to Work intranet, it is important that a variety of communication channels is used to market, including the staff intranet, University website, notice boards, social media, promotional events, staff/student recruitment packs, inductions and promotional events;
- Timing – for awareness campaigns/events to be effective, they will be need be held at the right time e.g. beginning of academic year, summer months etc.;
- Branding – the University brand should be a part of all Travel Plan communications so that it is instantly recognisable; and
- Evaluation – all communication and marketing activity should be evaluated to determine its effectiveness.

8 Monitoring and Review

An important part of the Travel Plan is the continual monitoring and review of its effectiveness. This will help to gauge progress towards targets and objectives, and, if necessary, enable the Travel Plan to be refined and adapted to improve its progression.

The main monitoring method will be travel surveys. By providing data sets, these will highlight both successful initiatives and where a different approach is required. The travel surveys may also raise awareness of the Travel Plan and get buy-in from staff and students. Separate travel surveys will be conducted for staff and students as their travel demands are different. Surveys will be conducted every three years and will be disseminated using an online survey tool. Questions asked will be similar to the 2020 survey to aid data comparison and pinpoint progress over time.

In addition to travel surveys, on-going monitoring of the Travel Plan measures will be undertaken as detailed below:

- Focus group sessions with staff/students;
- Cycle parking counts;
- Car parking counts at key car parks;
- Participation rates at sustainable travel events;
- Website hits – key pages for the Travel Plan and travel information;
- Take-up of discount/incentive schemes;
- Feedback on public transport provision; and
- Uptake of public transport services by staff/students where there are discounts/incentives (data collected by operators).

A 'midterm' review of the Action Plan will take place in 2022 to monitor progress and suggest any potential changes to measures or targets.

8.1 Feedback Process

The results of the travel surveys and any additional feedback on transport-related matters will be considered by the Sustainable Travel Coordinator. Any suggested amendments to objectives, measures or targets will be documented and presented to Senior Management team as part of their annual review of environmental performance and management. These will then be reviewed and finalised, therefore refining and adapting the Travel Plan to improve progress. Any travel survey results/feedback will be published in the annual Environmental Report and reported through the relevant communication channels (see Section 7.4)

Appendices

Appendix A – Progress on 2017 Targets, Objectives and Measures

A.1 Progress against 2017 Travel Plan Targets

Table 3 shows the targets of the previous University Travel Plan and whether they have been met. Progress against all individual measures is shown in Appendix A.

Table 4 Progress against 2017 targets

Target	Met?
A reduction in staff car (solo) use of 6% points for journeys from home to work.	Exceeded target. Car (solo) use has decreased by 11 percentage points.
A 3% point increase in staff car sharing for journeys to work.	Not met. No change has been seen.
A 3% point increase in staff use of public transport for journeys to work.	Exceeded target. Public transport use has increased 5 percentage points.
Maintain current staff levels of cycling and walking to work.	Exceeded target. Overall, active travel has increased by 4 percentage points, mainly due to an increase in cycling.
A 5% point increase in use of trains for staff business travel.	Insufficient data available to monitor
A 5% point increase in students cycling for journeys from accommodation to University.	Data is not yet available to report on progress.
A 2% point increase in students use of bus (local and University) for travel from accommodation to University.	Data is not yet available to report on progress.
A reduction in 5% points of students bringing a car to University from their out of term time address.	Data is not yet available to report on progress.

A.2 Achievements made since 2017

Since the last Travel Plan was written, a number of initiatives have been undertaken to manage transport issues and to help encourage the University community to use sustainable travel options. Highlights include:

- Rerouting the University Bus service to better serve students living in Southsea;
- Working with Portsmouth City Council to introduce a new Park and Ride route (PR2) to the University;
- Relaunching the Car Parking Policy to reduce overcrowding of University car parks;
- Extending the Gosport Ferry season ticket discount and introducing season ticket discounts with First Bus and Stagecoach;
- Installing a new secure cycle cage as part of the refurbishment of Mercantile House;

Progress on each measure in the 2017 Action Plan is outlined below. Measures are grouped by objective, and colour-coded according to progress as follows: green – complete, amber – part-complete, red – not completed. The final column shows whether the measure has been carried over to the new Action Plan.

Reduce travel carbon emissions

Measure	Progress	In new plan
Continue to develop monitoring of staff commute and business travel carbon footprint for annual reporting requirements	Part complete – staff and student commute carbon footprint has been calculated from travel survey data. The staff business travel carbon footprint has not been calculated but this information should be available shortly from the new Travel and Expenses system.	Yes

Promote better use of technology to enable flexible working and reduce the need to travel	Part complete – although the survey showed no change in use, a reminder to use video conferencing etc. was recently included in the new Travel and Expenses Policy and information on using technology to avoid travel was provided at the most recent Staff Inductions.	Yes
Continue to monitor annual University fleet fuel use and mileage	Completed - Reported as part of HESA statistics.	Yes

Support air quality improvements

Measure	Progress	In new plan
Reduce the number of hire car journeys used to access locations, which are adequately serviced by the local bus network and national rail network for staff business travel	Not completed, although new Travel and Expenses Policy stipulates that cars and hire cars should not be used unless there is no reasonable public transport options.	Yes
Develop a hire car sharing functionality for same destinations for staff business travel	Not completed as data on vehicles hires suggested it would be applicable to very few journeys made	No
Reduce the number of student vehicles brought into the city	Progress is unknown due to data collection issues. However, students living in University Halls are not allowed to bring a car as part of their contract. Information provided by Student Housing and MyPort strongly discourages private renters from bringing a car.	Yes
Establish baseline information for deliveries and servicing to University buildings	Complete - Data on deliveries has been collected from a sample for buildings and departments to calculate an estimated baseline for the whole University.	No
Identify sustainable transport opportunities in connection to the emerging Masterplan e.g. electric vehicle charging points and high-quality bicycle storage	Complete - Bicycle storage has been installed or upgraded at Mercantile House, Rees Hall and Burrell House. Further opportunities have been identified at University Learning Centre and in the Northern Quarter. Opportunity to install EV charging points in conjunction with new sports building explored.	Yes

Support local travel partnerships and safety

Measure	Progress	In new plan
Research (and implement where possible) measures successfully implemented by other local organisations to increase uptake of sustainable modes	Complete - Measures taken by a variety of other UK universities and the local NHS trust, according to online Travel plans and advice pages, have been researched. This has been used for reference when determining the new Parking policy and to identify opportunities for improvement.	Yes
Continue to build/consolidate partnerships with PCC, local transport providers/local bicycle shops/ Motiv8/ local police	Complete - The University has worked with local cycle shops, First Bus, Gosport Ferry, Stagecoach, and Hovertravel to offer staff and students discounts. It has also worked with PCC, particularly in relation to air quality improvements, with Bicycle Recycling to provide events.	Yes
Consider how to improve pedestrian and cyclist safety in and around the University campus by a range of infrastructure and promotional initiatives	Complete – Report on cyclist and pedestrian safety completed.	Yes

Raise the profile of travel information

Measure	Progress	In new plan
Review travel information on University webpages and travel app – Including PCC-funded bespoke travel guide	Complete - The University's staff facing Travel to Work Pages have been extensively updated and a new Commuting to Portsmouth public webpage (aimed at new staff and potential recruits) created. These pages and MyPort articles are regularly reviewed an updated.	No
Continue to raise the profile of travel information including travel apps and maps on the University webpages and ensure that information is updated regularly	Complete - A new Commuting to Portsmouth page aimed at new staff now provides travel advice on the public facing website. Information on all travel related webpages is regularly updated. New information added includes a map of active travel facilities and information on new discounts.	Yes
Continue to raise the profile of video conferencing facilities on our webpages	Part complete - Information on using technology to avoid travel is provided at Staff Inductions, but the profile on our webpages still needs raising.	Yes
Continue to support the Green Champions to promote sustainable transport options	The Green Champions programme has been discontinued.	No
Investigate the use of a University travel agent for promoting/encouraging sustainable travel options	Complete - A new online booking system has been launched, which fulfils this role. All bookings must be in line with the Travel and Expenses Policy, which encourages the use of public transport where possible.	No
Work with Student Union and Marketing Team on marketing campaigns to increase use of sustainable travel	Complete - The Sustainable Travel Coordinator and Marketing team regularly meet to market sustainable travel options. The Sustainable Travel Coordinator has worked with Student Union sabbatical to identify opportunities to work together and attended SU events.	Yes
Consider offering smart travel training to highlight to staff and students tools to use to access sustainable transport information especially My Journey Portsmouth	Complete - Travel to Work information is now provided at Staff Inductions to promote travel information and tools. My Journey Portsmouth is promoted on all relevant website pages.	No
Investigate offering personalised travel planning to students and staff	Complete - Travel planning is provided via My Journey Portsmouth, which is promoted on all relevant website pages, and the new online booking system for business travel.	No
Promote sustainable transport options to visitors, particularly for open days, conferences, graduation, summer lets etc.	Complete - Open day visitors are provided with information on trains to Portsmouth and are also encouraged to use the Park and Ride services. Guests staying in Halls for events and conferences are no longer offered car parking. Visitors attending day conferences are encouraged to use the Park and Ride service if driving.	Yes
Recruit a new member of staff to the Estates team whose remit will be to implement the Travel Plan (the Travel Plan Coordinator)	Complete - A Sustainable Travel Coordinator has been in post since August 2019.	No

Incentivise walking, cycling and public transport

Measure	Progress	In new plan
Continue to improve bicycle security and safe cycling for staff, students and visitors	Complete - Security advice is now provided on stickers on all cycle stands and on signs by cycle parking around campus. Posters promoting the use of D locks have been displayed in the Student Union. Cycle training has been	Yes

	provided to staff and students via PCC and a safety talk hosted for staff and students. The number of stands in Eldon compound has been increased. Visitors have not been specifically targeted.	
Work with the Student Union on marketing campaigns – especially bicycle security	Complete – The Travel Coordinator has attended SU events to promote active and sustainable transport. The Student Union's website includes information on bicycle security and a poster about D-locks was displayed in the SU.	Yes
Liaise with local police force to raise profile of bike security and increase awareness amongst staff/students	Complete - Police regularly hold bicycle marking events on campus and leaflet all bikes as part of their work with Student watch volunteers. Police have attended Cycling Forums.	No
Continue to promote bicycle purchase and accessory discounts offered by local shops	Complete - Discounts and offers from local shops are promoted on the Travel to Work webpages and at Staff Inductions and SU events.	Yes
Continue to promote bicycle mileage business claims for staff business travel	Not completed - Claims can be made, but this offer has not been actively promoted as other universities reported that it has little effect on cycling rates within their travel plans.	No
Publicise walking and cycling route distances/timescales	Complete - Key journey times to University buildings, particularly from public transport locations, are publicised on travel webpages.	No
Investigate setting up a cycle/walking buddy scheme for staff	Complete - Cycle and walking buddies can be arranged via easitShare, which is promoted to staff.	Yes
Investigate offering cycle training for staff and students	Complete - Cycle training courses were provided to staff and students via PCC in 2018-19. A road safety awareness talk was held by the University in January 2020 but attendance was low.	Yes
Regular site audits to determine state and level of onsite facilities (e.g. of lockers/showers etc)	Complete - Site audits of cycling facilities, showers and lockers were carried out in January and August 2019	Yes
Promote existing facilities e.g. showers and lockers	Complete - An interactive map of Active Travel Facilities has been created and published on the Travel to Work pages and MyPort. This was advertised via Staff News.	Yes
Investigate improving cycle storage, shower and locker facilities	Complete - Actions have been taken to improve security at the Burnaby Terrace Carpark Cage, and a cage installed at Mercantile. The potential to upgrade existing storage facilities and install new cycle and storage lockers has been identified.	Yes
Investigate potential for a cycle hire / cycle loan scheme for staff and students	Complete - The University has looked to implement a cycle hire scheme through the Santander Cycles University Scheme competition. A second review in 2019-20 suggested that a University scheme would not be viable due to market conditions.	Yes
Cycle to work scheme – promotion and encourage staff to take advantage of scheme	Complete - A new cycle to work scheme has been launched and promoted via Staff News and regular roadshows. Uptake has been good.	Yes
Promote Easit Portsmouth and First Buses discount for staff and students	Complete - Information on all discounts for staff and students is on the Travel to Work pages or MyPort articles. Information on new discounts and reminders have also been provided via Staff News and all student emails.	Yes
Review the University bus service (route and frequency) based on data from survey	Complete - The University bus (U1) has been rerouted to serve more of Southsea, including areas of demand such as Albert Road.	No

Investigate further public transport discount schemes and incentives e.g. taster tickets and student discounts	Complete - Additional discount schemes have been provided including 10% discounts on Gosport Ferry and Stagecoach season tickets.	Yes
Take part in local and national campaigns/events/challenges e.g. Walk to Work Week, Bike Week	Complete – Cycle to Work Roadshows held on Earth Day and Green Transport Week 2020. Also promoted via Staff News articles.	Yes
Work with PCC to review possible changes to the Park and Ride Service to serve the University	Complete - A new Park and Ride service (PR2) now serves the University.	No

Reduce parking pressure and infrastructure costs

Measure	Progress	In new plan
Revise the Car Parking Permit scheme and basis of allocation based on distance / need criteria	Complete - The Car Parking Policy has been revised. Permits are no longer given to staff living within a 2 mile exclusion zone, unless they have a blue badge or caring responsibilities. This means parking places are prioritised for those living further away. The price of permits has also been increased.	No
Revisit criteria for business mileage for cars	Not completed as under the remit of Finances and set in line with HMRC guidelines.	No
Promote car sharing by highlighting the discounted permit scheme and offering guaranteed ride home	Complete – Discount and guaranteed ride home no longer offered following the redrafting of the Car Parking Policy. Shared permits continue to be offered, without discount, and have been promoted during launch of new car share platform (easitShare).	Yes
Investigate methods in helping staff to finding a car share partner	Complete – Staff have been provided with a platform to find a car share partner via Liftshare and then easitShare.	No
Promote smart working and flexible working options	Not completed.	Yes

Appendix B – Travel Survey data analysis

This appendix of the Travel Plan presents the data used to assess progress against 2017 aims and to set new objectives. The travel survey is outlined and its results are then presented thematically. Where appropriate, comparisons will be made to results from previous surveys. Finally, data from other sources is presented to provide additional information.

B.1 2020 Travel Survey

Staff and student Travel Surveys were conducted, as in 2009 and 2017, to allow progress to be monitored. To allow for comparability, as far as possible the survey questions were based on those used in 2017. However, a number of questions were removed from the surveys, as they were no longer felt to be relevant. Additionally, a small number of questions were altered to ensure they were up to date (e.g. by removing references to Langstone Student Village) or to improve their clarity. Any changes that are likely to affect the comparability of results will be highlighted in the results.

Both surveys were held on Google Forms. The staff survey was conducted in March 2020 and was open for 6 weeks. 622 staff responded, meaning the survey had an approximate response rate of 20.7% for staff. The results of this survey are detailed by theme below.

The student survey was held later, in October 2020, as a result of the first Covid-19 lockdown. Unfortunately, only 19 student responded in the 6 weeks it was open. This is not sufficient for any reliable conclusions to be drawn from the results. Marketing and Communications reported that very few students read the news article advertising the survey to students, especially in comparison to updates on the evolving Covid-19 situation. As such, another student survey will be held at a later date when there is more likely to be interest. An amendment will be provided reporting on these results.

B.2   Commuting

B.2.1 Where do staff commute from?

Staff responses showed that most live within the wider Solent region, although some are as far away as Nottinghamshire. As shown in Figure 2, those who use active travel as their main mode of commute mainly live on Portsea Island or on the Gosport peninsula. Public transport users also live within the city and as well as further afield, especially along the transport corridor to Southampton. This reflects the local transport infrastructure, with few living in rural areas. A noticeable cluster of private vehicle users along the A3 corridor also emerged.

B.2.2 What are the main modes used by staff?

As shown in Figure 3, active travel modes are the main mode of 37% of staff (walking (18%) and cycling (19%)), making this the most common mode of travel. This is higher than the national rate for commuting[2], which may be due to the high proportion of staff living relatively close to the University. Car (solo) was the next most common mode of travel at 26%.

FIGURE 3 REDACTED

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[2]   Department for Transport, 2019, Transport Statistics Great Britain, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/870647/tsgb-2019.pdf
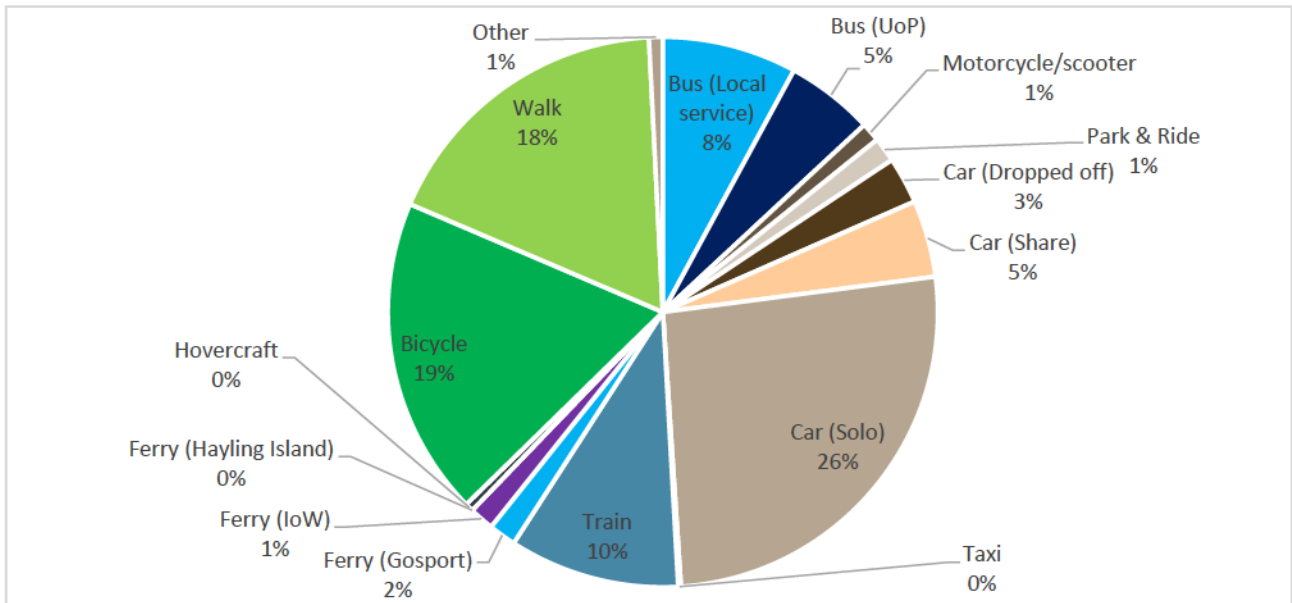
Figure 2 Staff main mode of transport for their commute to work

The proportion of staff using car (solo) as their main mode has decreased by 11 percentage points since 2017, whereas the modal share of cycling has increased by 5 percentage points. There were only slight changes in other modes. Overall, the trends are encouraging and mean that around two thirds of staff now use sustainable transport modes.

As Figure 4 shows, convenience (64%), cost (48%) and availability (48%) were the main reasons staff chose their main travel mode. Other common motivations include environmental reasons, timesavings and fitness reasons. Incorporating messages related to these concerns into initiatives and marketing campaigns that address these concerns may be more successful than those that do not.
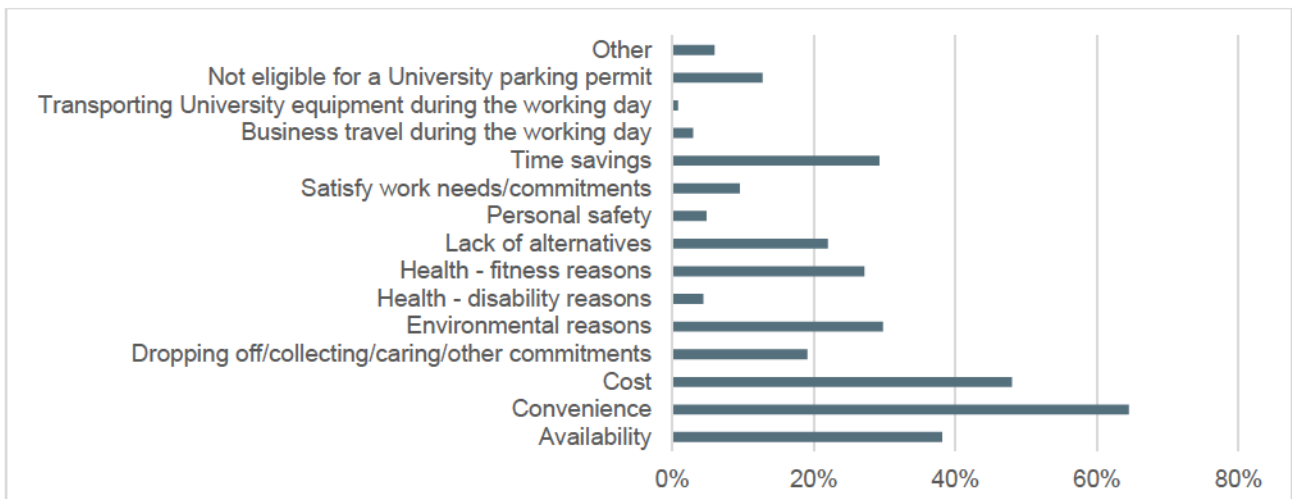
Figure 3 Staff: Why do you use your main mode of travel? NB multiple options could be selected, so results will not sum to 100%

Male staff were noticeably more likely to cycle than women (26% compared to 15%). This reflects national trends. Conversely, women were more likely to commute by car, whether they were dropped off, solo or sharing (37% compared to 24%). These trends may reflect the fact that women are more likely to trip-chain and make escort journeys. Indeed, dropping off/collecting/caring or other commitments affect the travel choices of 22% of female staff compared to just 13% of men. On the other hand, more men were motivated by fitness reasons (34% compared to 24% of women). The differences may also be due to differing safety perceptions associated with travel modes, with 6% of women saying personal safety motivated their choice of travel mode compared to 3% of men.

Staff reporting that they have a disability or long-term health condition that affects their travel choices were more likely to commute by car than those without a disability or health condition (36% compared to 31%). They were less likely use active travel modes (32% compared to 38%), although there was no difference in cycling rates between the two groups. This may be as some people with mobility conditions find cycling easier than walking. There was no overall difference in public transport use between the two groups, although staff with a disability were less likely to use trains (3% compared to 12%). Staff with a disability or health condition were less likely to be motivated by cost (36% v. 50%) or environmental reasons (24% v. 31%), but were noticeably more likely to account for personal safety (12% v. 3%).

B.2.3 Additional travel modes used by staff

Staff were also asked if they used any secondary modes as part of their normal commute, in addition to their main mode of transport. Staff were able to select multiple options, to account for complex journeys involving more than two modes of transport. 54% did not use a secondary mode, but for those that did walking is the most common secondary mode (29%), followed by bicycles (5%) and car (solo) (5%). This question is not directly comparable to results from the 2017 survey, which asked staff separately what mode they used to get to their main mode of transport and how they completed their final mile. However, the results are broadly similar. There was an overall increase the proportion reporting multi-modal journeys though, probably due to the decrease in car use.
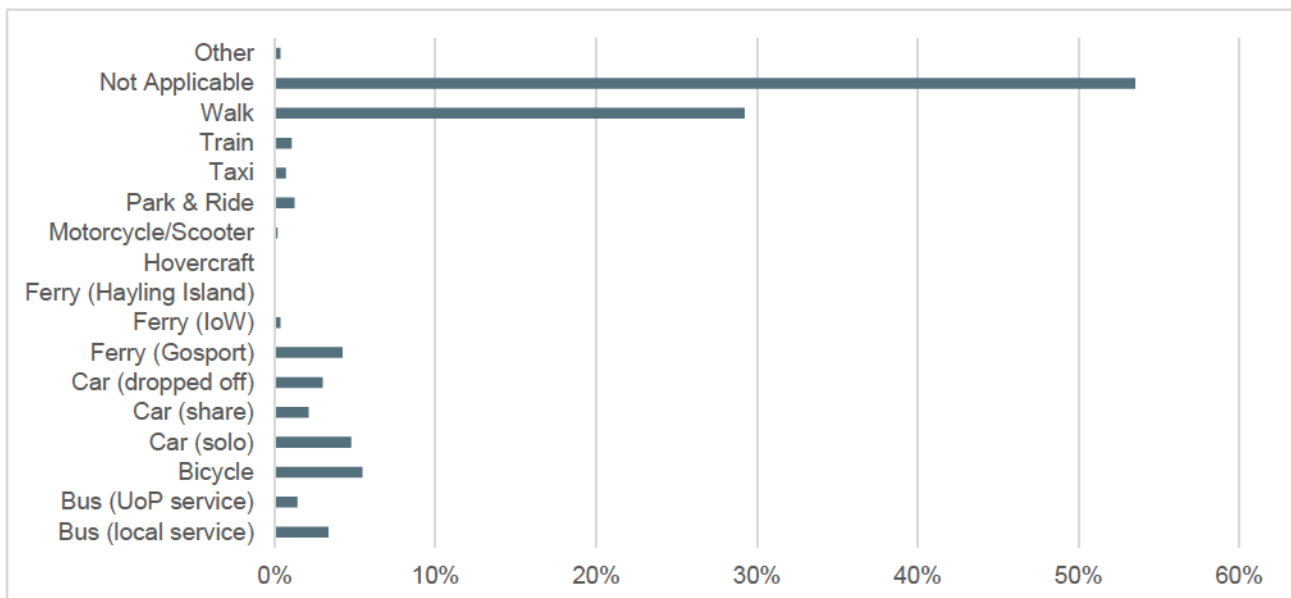
Figure 4 Staff secondary modes of travel to work. NB multiple modes could be selected, so results will not sum to 100%

Staff were also asked if they occasionally used any other modes instead of their main mode, and again could give multiple responses. 23% did not use an occasional alternative mode, which was much lower than in 2017. Catching a local bus and walking were the most commonly used occasional modes (15% each). Only the ferries, park and ride and motorcycles were not commonly used as occasional modes, which is perhaps due to the geographical constraints associated with their use.
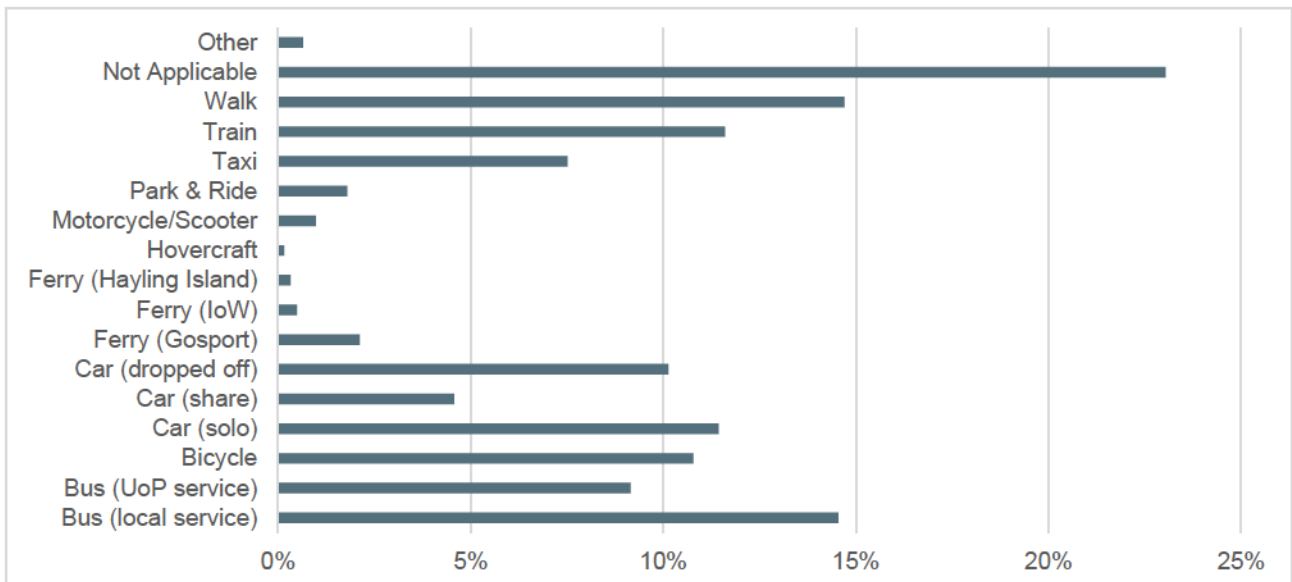
Figure 5 Staff occasional modes of transport. NB multiple options could be selected, so results will not sum to 100%

B.3 Flexible Working

Due to their potential impact on commuting, staff were asked whether they used the following flexible working options: annualised hours, changing work pattern, compressed hours, flexitime, job sharing or part time working. These options could either reduce the amount of commuting trips made or help facilitate the use of sustainable travel options, especially timetabled public transport. However, as Figure 7 shows, only flexitime and part time working were used by a significant amount of staff (37% and 21% respectively). Job sharing was particularly uncommon.
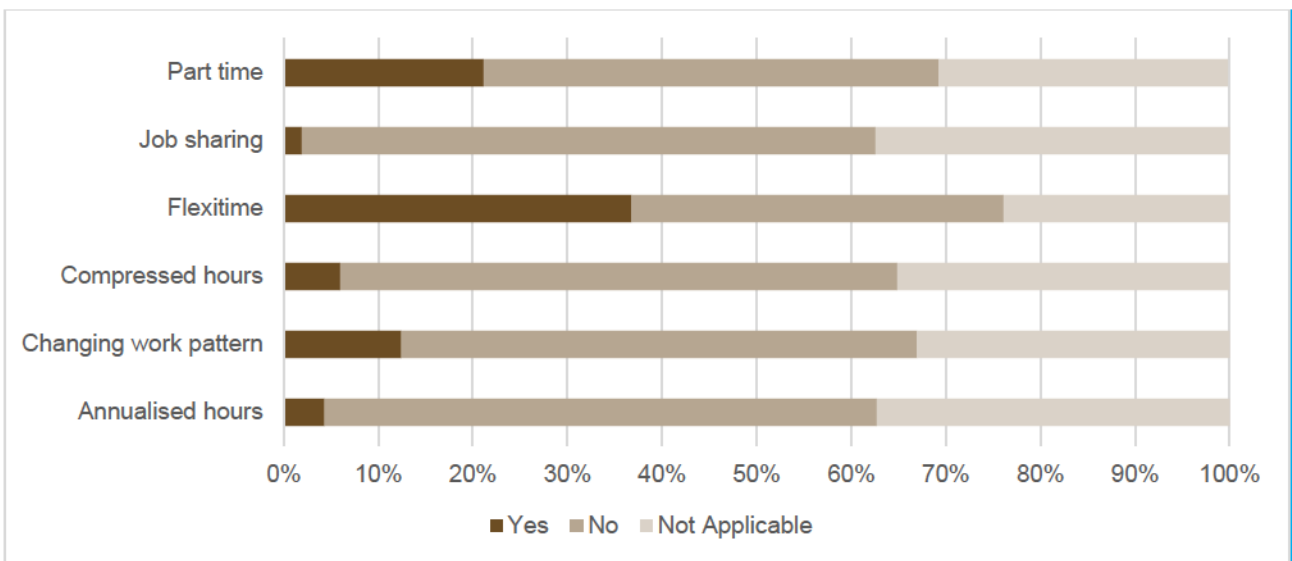
Figure 6 Staff uptake of flexible working options

Many additional comments from staff expressed a desire for more flexible working, with some highlighting that they felt that access to flexible working varied across University departments. In particular, the comments highlighted a desire to working from home more often. Staff saw this as an easy way to allow staff reduce their environmental impacts, especially car drivers with limited alternatives, while enjoying personal benefits reduced travel costs. Staff also felt that slightly flexible start and finish times to the working day would making it easier to use timetabled public transport. It was suggested that even being allowed to start or finish 5-10 minutes earlier/later would make commuting by public transport significantly easier.

B.4 Car Use

B.4.1 Staff car parking

Staff were asked if where they park their car if they normally drive to work. 54% of staff said they do not drive to work. Of those who do, the majority (57%) park in University car parks, as shown in Figure 8 Just under a quarter park on surrounding streets (10% paid, 11% for free) and 6% use commercial car parks. This is a shift from 2017, when 80% parked in University car parks.
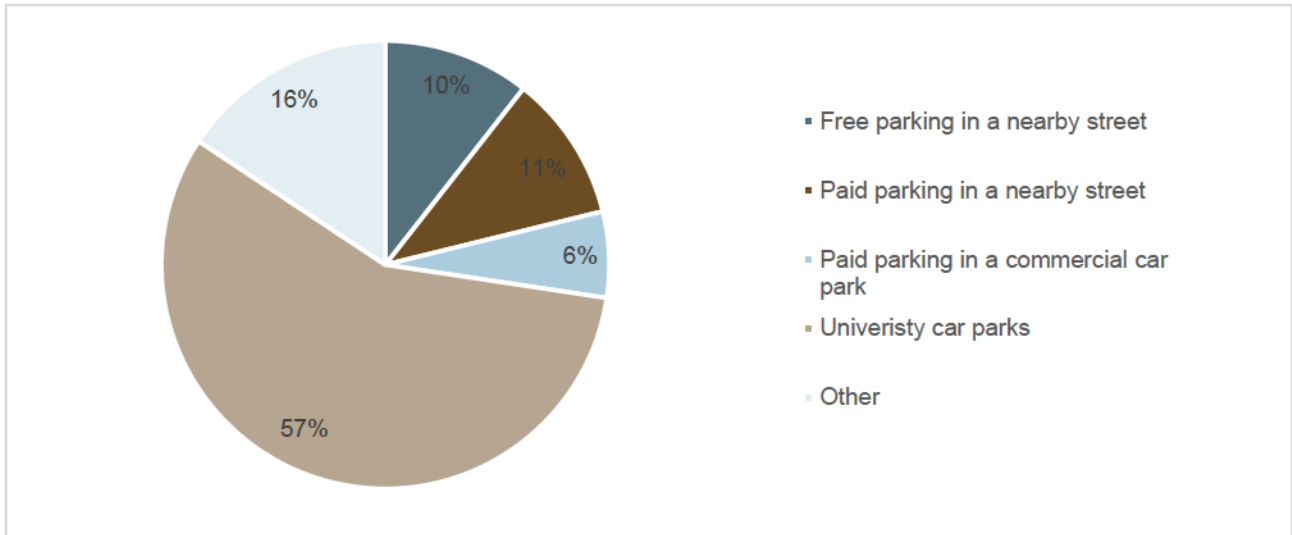
Figure 7 Staff: Where do you normally park? NB excludes 317 'I don't drive to work' responses have been omitted.

To assess the impacts of the changes to the Car Parking Policy in September 2019, staff where asked if they still had a University car parking permit. Half of staff said they did not have a car parking permit before the policy update. As shown in Figure 9, 55% of those that did not renew their permit, mainly due to implementation of the exclusion zone (26%). The price increase also had a notable effect, with only 11% saying they did not renew for unrelated reasons.
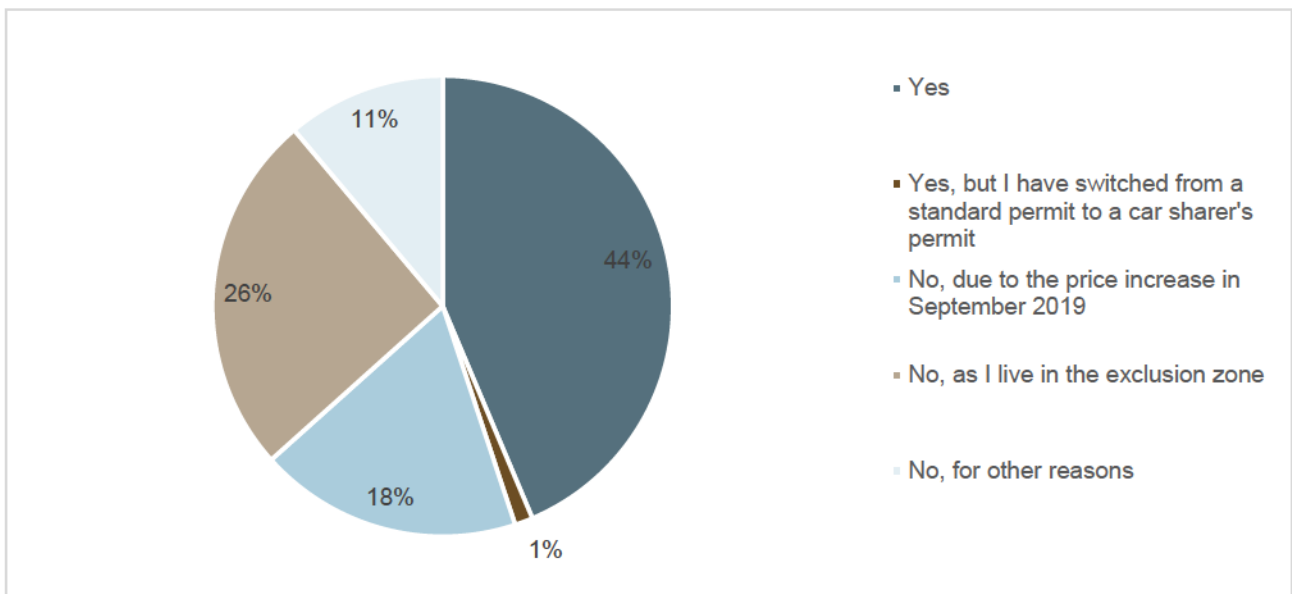
Figure 8 Staff: If you had a UoP car parking permit before the car parking policy changes, do you still have one? NB 302 'I did not have a permit before September 2019' responses excluded.

Of those who had a permit before the policy changes, only 11% use a car as their main mode but now park elsewhere. In comparison, 44% no longer use a car (solo, shared or dropped) as their main mode. This shows that the new policy has displaced a small amount of parking to the surrounding area, but that its main effect was to reduce car use. Staff also

reported that spaces are now easier to find in additional comments. This suggests that the policy changes have been effective at managing both car parking pressures and at encouraging more sustainable commuting.

However, some staff were concerned about the knock on impacts of further price increases or extensions. The additional comments also highlighted a desire among staff for more flexible parking permit options, such as to support those only driving once a week or at certain times of year, or staff on call out of hours.

B.4.2 Staff car sharing
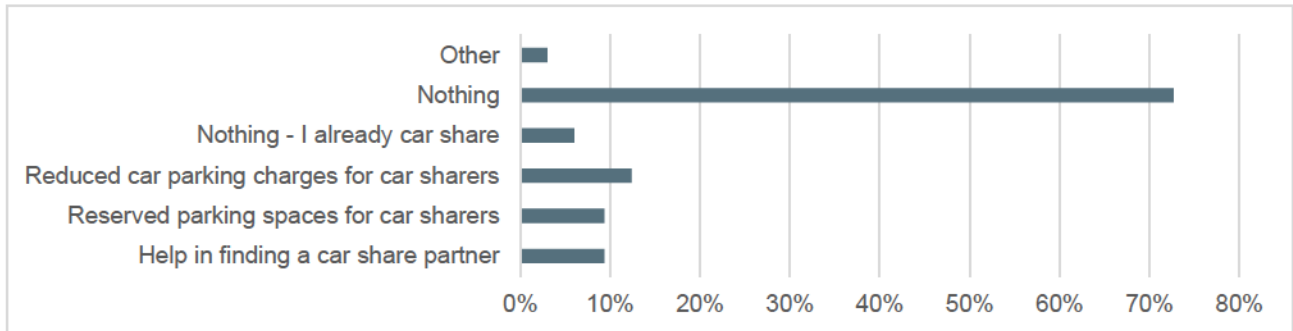
Figure 9 Staff: Which of the following would encourage you to car share? NB staff could select more than one option.

As shown in Figure 10, 57% of staff were aware of the car sharers permits on offer. This is a significant increase from 2017 (19.5%). However, nearly three quarters of staff said that nothing would encourage them to car share. Many made additional comments highlighting the failures of previous attempts, their complex shift patterns or a perceived incompatibility of car sharing with their childcare responsibilities. Of the suggested incentives on offer, reduced car parking charges for car sharers was slightly more popular than the other options.

B.5 Cycling

B.5.1 Staff
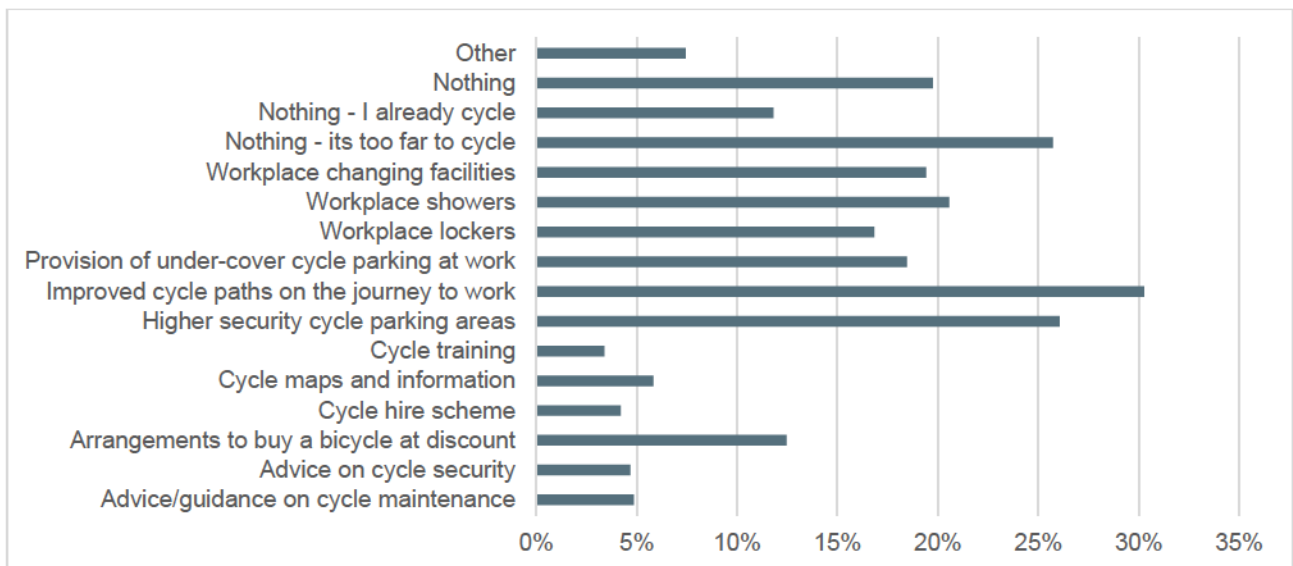
Figure 10 Staff: Which of the following would encourage you to cycle to work or cycle more often? NB staff could select more than one option.

Staff were asked what would encourage them to cycle to work or cycle more often. As shown in Figure 11, the most common responses were improved cycle paths on the way to work (30%) and higher security cycle parking areas (26%). This is unchanged from 2017, suggesting these issues have not yet been resolved. Issues highlighted by those saying 'Other' included childcare conflicts, storage issues at home and safety issues. In additional comments made by staff, the lack of

appropriate storage at the University was emphasised. Staff had particular concerns about the effect of the weather on their bikes and security.

When asked if they had access to a bicycle, 64% of staff said they did and 2% planned to buy one soon. This represents an increase in bicycle ownership since 2017.
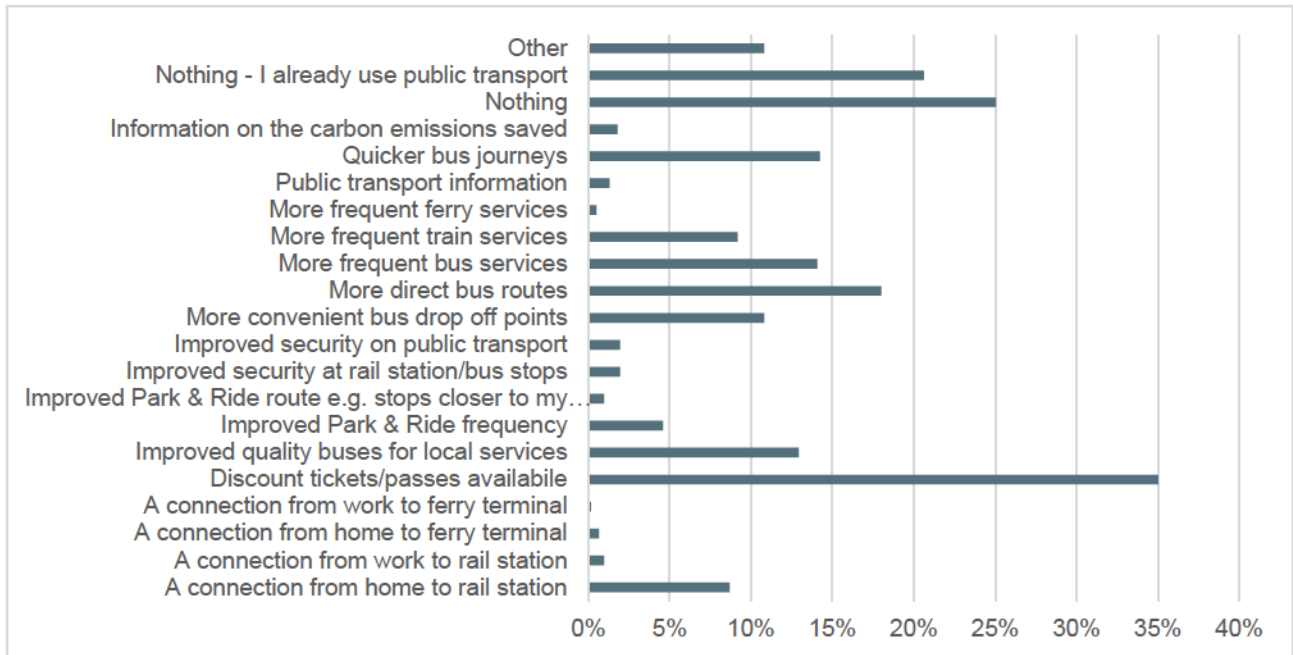
B.6 Public Transport

B.6.1 Staff

Figure 11 Staff: Which of the following would encourage you to use public transport to travel to work or use it more often? NB staff could select more than one option.

Figure 12 shows what would encourage staff to use public transport. The option staff most frequently chose was discounted tickets/passes (35%) but more direct bus routes were also a popular incentive (18%). Points raised by staff selecting 'Other' include the University bus running both ways, a reduction in the upfront costs of tickets or providing discounts on a wider variety of tickets, and more reliable trains.

B.7 Walking

B.7.1 Staff

Staff were also asked what would encourage them to walk or walk more often to work, with the responses displayed in Figure 13. Staff seemed disinclined to walk to work, with a particularly large number (46%) saying that nothing would encourage them as they lived too far away. Otherwise, the most common responses were better street lighting (6%), and more lockers and storage facilities at work (6%).
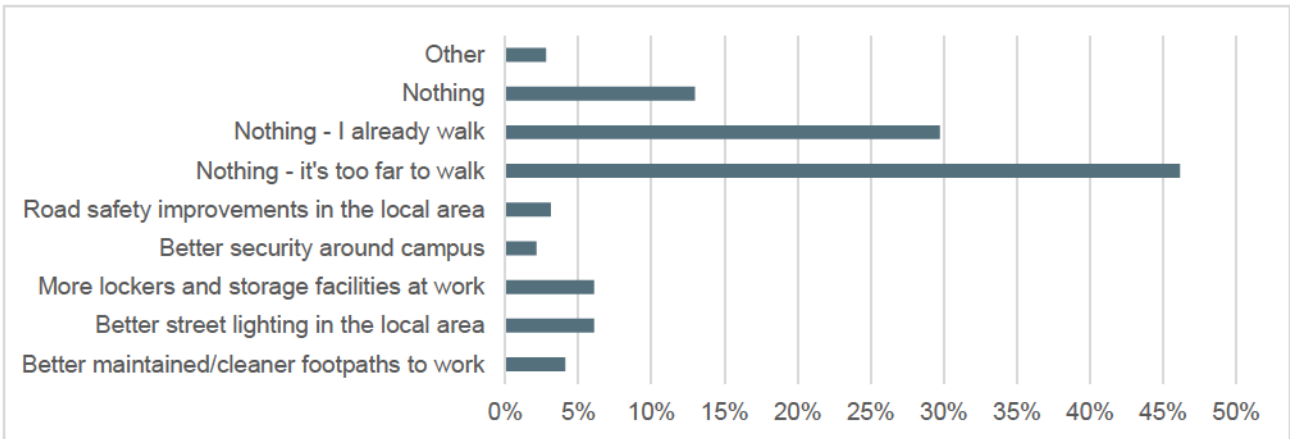
Figure 12 Staff: Which of the following would encourage you to walk to work or walk more often? NB staff could select more than one option.
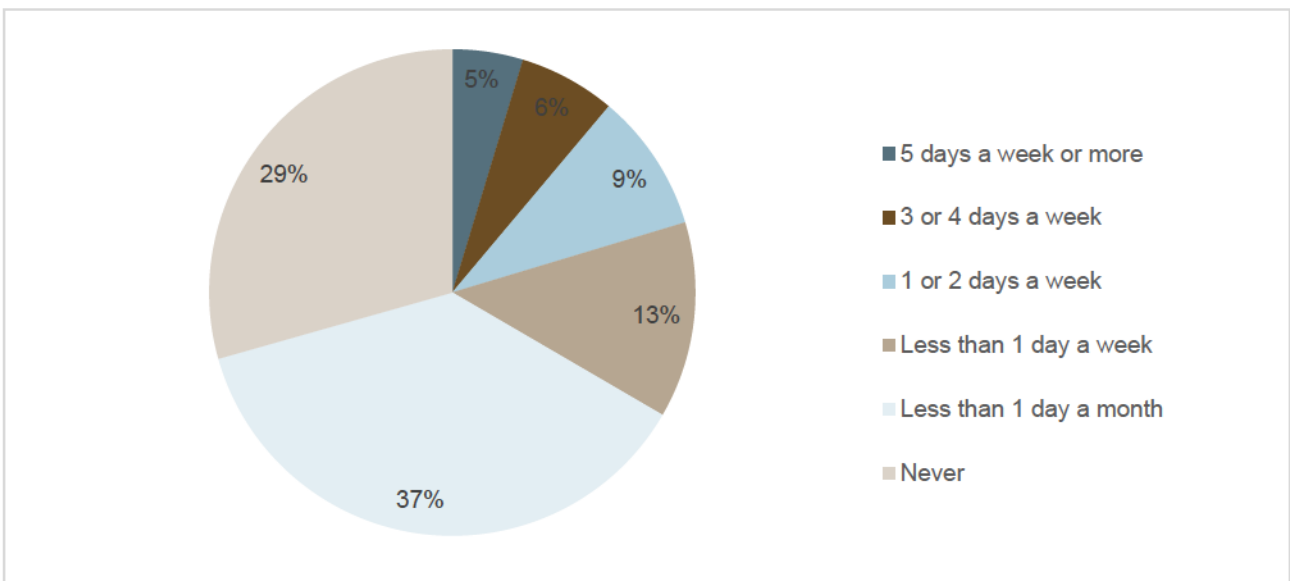
B.8 Business Travel

Figure 13 Staff: How often do you travel for work related purposes e.g. meetings?

Staff were asked how often they travel for work related purposes. The majority of staff never travelled for business purposes (29%) or did so less than once a month (37%), as Figure 14 shows. Only a small minority of staff were frequent travellers. Professional support staff were less likely to travel for business purposes, with 38% saying they never travelled compared to 9% of academic staff. Overall, staff reported traveling for work purposes less frequently than in 2017.
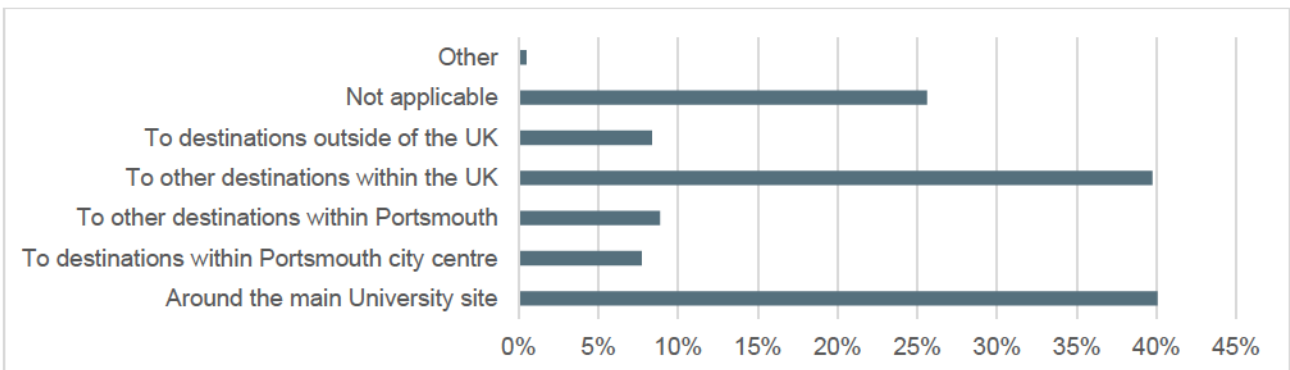
Figure 14 Where staff mainly make work related trips to. NB staff could select more than one option.

Staff were also asked which destinations they travelled to, with Figure 15 showing the results. The most common destinations staff said they travel to for business trips were the main University site (40%) and destinations within the UK

but outside Portsmouth (40%). Only 8% of all staff made trips outside of the UK. There were no noticeable changes compared to 2017.

As Figure 16 shows, the most common mode of transport used for business trips was walking (39%). This probably reflects the amount of staff who make trips around the main campus. Trains were also used by a third of staff for business travel, which is encouraging. However, a higher proportion of staff used aeroplanes than make international trips, suggesting that a small number of staff are taking domestic flights. As in 2017, staff are still more likely to use a private car than a hire car. However, the proportion of staff using private car (solo) has dropped by 11 percentage points since 2017.
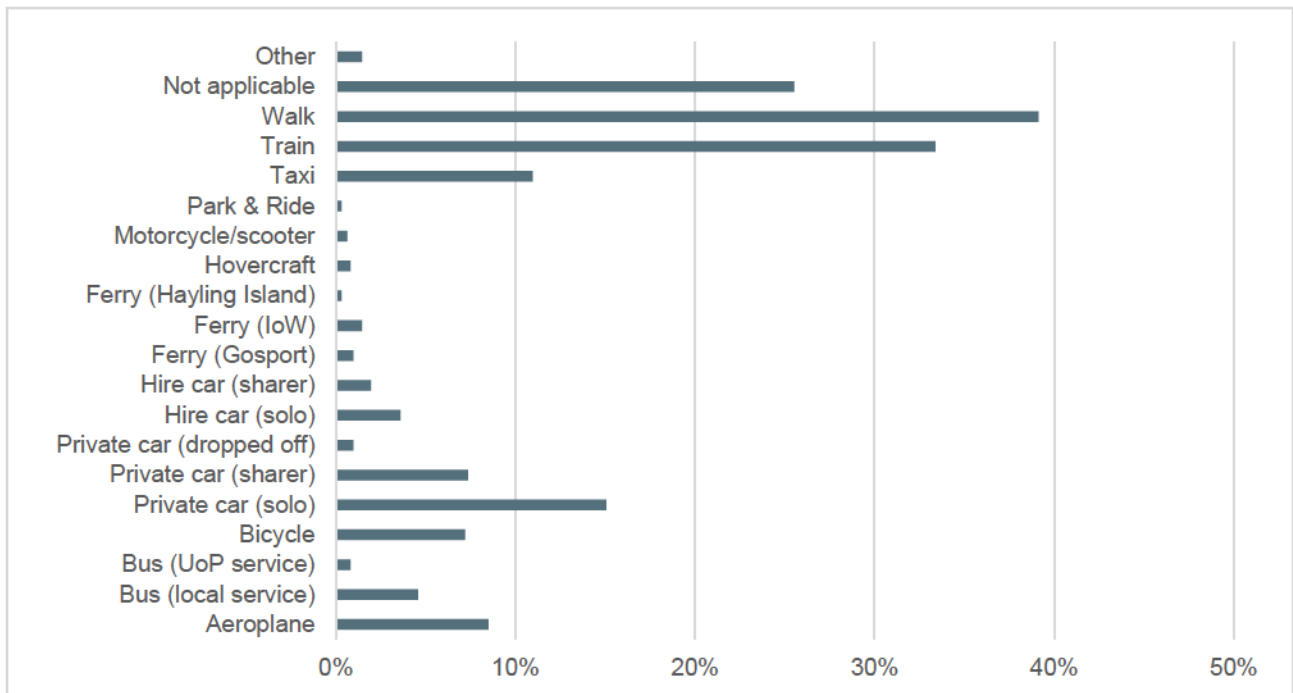
Figure 15 Which mode(s) of transport staff use to make work-related trips. NB staff could select more than one mode.

Video or telephone conferencing could be used as a sustainable alternative to business travel. However, as displayed in Figure 17, only 15% of staff used video conferencing at least frequently. For telephone conferencing, this was just 13%. This may be as staff were not aware of these options, or as their roles do not require their use. In either case, this may have changed due to the Covid-19 lockdown, which came into effect during the survey. However, there was no discernible impact on the results, suggesting that staff continued to answer based on their normal working practices.
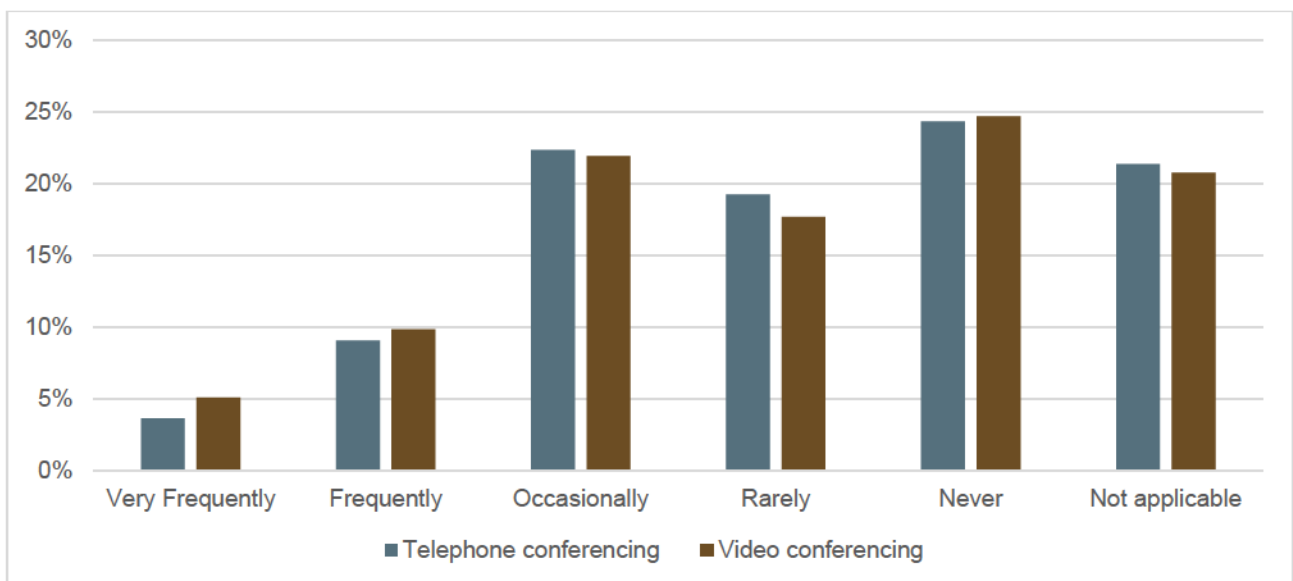

Figure 16 How often staff use alternatives to business travel.
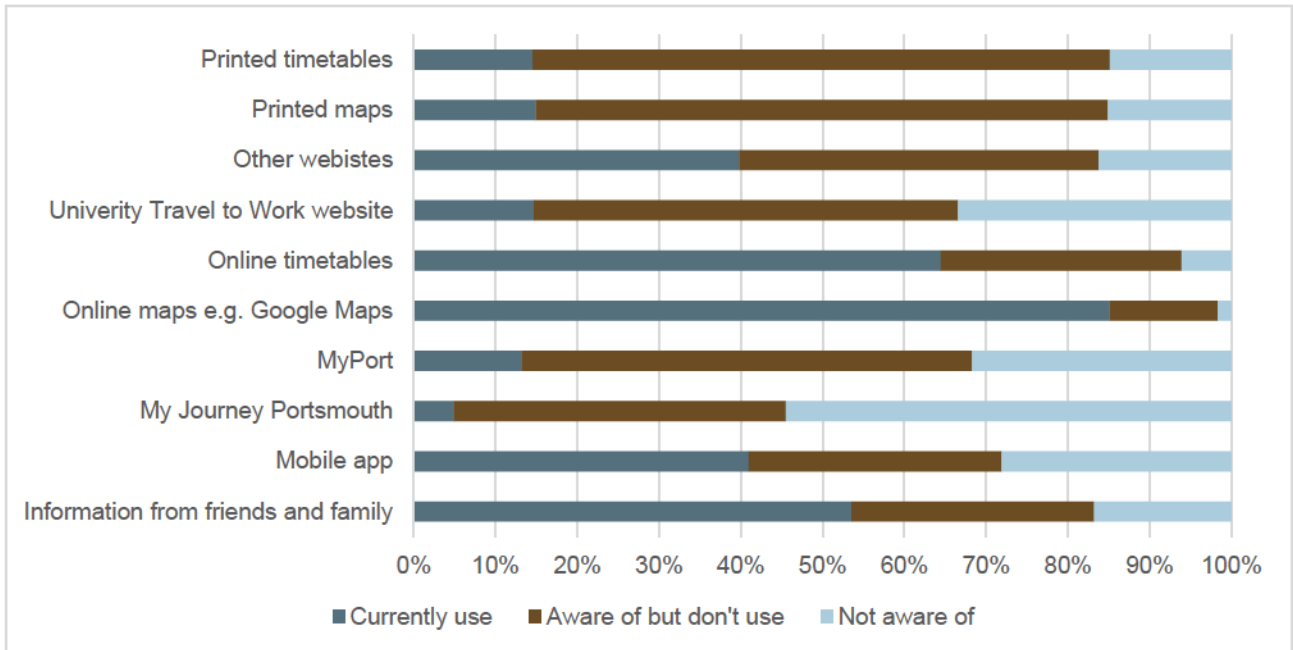
B.10 Travel Information

Figure 17 Staff: Which of the following sources of travel information are you aware of?

Figure 18 shows which sources of travel information staff used or were aware of. Staff were most likely to currently use online maps (85%) and online timetables (64%). They were least likely to use websites providing general advice and static information, such as the University Travel to Work website (15%), MyPort (13%) or My Journey Portsmouth (5%). This is likely to reflect the more frequent need for real-time journey information, given that travel behaviours are often habitual and as awareness rates were high.

The low use of the Travel to Work pages suggests that they should not be solely relied on to advertise discounts and initiatives. This is especially so given that a third of staff were not even aware of the pages.

B.10 Other Data Sources

B.10.1 Cyclist consultations

Two consultation meetings open to any staff who cycled to work or wanted to cycle to work were held in June 2019. These meetings highlighted a range of reasons staff do or do not cycle to work and what staff felt would assist cyclists, so the responses should be considered alongside the data from the Travel Survey in forward planning. Key points that were raised are outlined below.

Staff would like more and improved gear storage and changing facilities rather than an increase in showers. Ideally, changing areas should have somewhere to sit, a drying area for wet towels and clothes or lockable drying cabinets. It is important that these facilities are conveniently sited near to cycle parking to avoid extending journey times.

All cycling facilities, including parking and changing facilities, need to be well signposted to staff. It should also be clear who is allowed to use them to avoid confusion. This has already been addressed by the creation of the Active Travel Facilities Map, which includes information on who can use each facility.

Staff would like to see an expansion of the cycle parking on campus. In particular, they would like more secure cycle parking to be available, as bicycle security was a major concern among staff. Indeed, requests for internal cycle storage options for new and refurbished buildings were made and some staff said they would like an individual locker for extra security. Improving the security at existing cycle parking, rather than installing brand new facilities, would be a way to address some of these concerns.

Additionally, staff highlighted design issues that effected the usability of cycle parking. It was important to staff that sufficient space between stands and racks was provided to ensure access is not hampered by bikes being crammed together. It was also highlighted that cycle parking, as well as changing facilities, also need to be spacious enough to be accessible for less-abled cyclists. Two-tier bike cages do not suit all cyclists, either due to the style of bike they used, issues lifting bikes onto the top rack or the risk of banging their head on the top rack when using ground level spaces. In addition, the importance of good management of existing parking, such as the regular removal of abandoned bikes, was highlighted.

A lack of confidence and safety fears are key barriers to choosing to cycle. Lighting, a lack of safe routes, and the awareness of other road-users key issues. Suggested solutions included advertising safer cycling routes, and providing buddy schemes, training courses, and group ride events to help staff build their confidence. On the other hand, convenience is key reason to choose to cycle. Therefore, it should be maximised (such as through the locations of various cycling facilities) and highlighted in messaging.

B.10.2 Bicycle Counts

The number of bicycles parked at the main sites on campus in the University Quarter were counted once a month between September 2019 and March 2020. On average 269 bikes were counted, which is broadly in line with the cycling's modal share. Richmond, Burnaby Car Park Cage and Mercantile Cage normally have the highest counts, which may reflect their central locations, capacity or security levels. On average, 64% of bikes were locked with one or more D locks. A slight increase around the launch of the 'Love it? Lock it!' security campaign is encouraging.

B.10.3 Deliveries to the University

The last Travel Plan recommended calculating the number of deliveries to the University. This information may assist in planning any future developments in a way that reduces the University's wider contribution to transport issues like congestion. Sample data from four buildings and delivery frequencies provided by Catering Services was used to produce an estimated baseline. The buildings were chosen in order to represent a range of users. Approximately 374 delivery drop offs per week are made to the University. 19% of these are catering deliveries, and 5% to Halls of Residence.

B.10.4 Uptake of Discount Schemes and Initiatives

Uptake of discount schemes such as those offered by local bike shops and Gosport Ferry has been low. In the case of public transport, travel survey responses suggest this is because of discounts are only offered on season tickets. These lack the flexibility of other types of tickets and can have a significant upfront cost, even with the discounts available.

The bike maintenance courses offered in the 2019/20 academic year to staff and students have proved very popular, with all the courses being fully booked. A cycle safety talk held in 2020 had low attendance, suggesting that it did not reflect staff and student demands. The practical cycling training offered via PCC in 2019 was more successful, suggesting this is a more appropriate type of course to focus on.

B.11 Carbon Emissions

To support the University's aim to become climate positive by 2030, it is important to understand the scale of travel related emissions associated with the University's activities. CO_2e emissions have been calculated using Department for Transport conversion factors.

B.11.1 Fleet Fuel Use

In 2018-19 35.9 tCO_2e were emitted from University fleet vehicles, compared to 42.8 tCO_2e 2016-17. This decrease is due to reduced fuel consumption.

B.11.2 Business Travel

The emissions caused by journeys made by vehicles hired by the University in 2019 was calculated. The round trip distance from the collection point, drop off point and destination(s) recorded for all trips was calculated. Where the destination was ambiguous (e.g. a county) the destination selected by the search engine was used. Where "local" or similar was given, Portsmouth was used as the destination, for consistency. The CO_2e emissions of each trip was calculated for each trip, by vehicle type. In total, 550 journeys were made, covering 82158.7 miles and emitting a total of 23.4 tCO_2e.

Insufficient data was available to calculate emissions caused by business trips made by other modes of transport.

B.11.3 Staff and Student Commuting

Although an indirect source of emissions, staff and student commuting have been considered as they may be heavily influenced by University policies.

Emissions caused by staff and students commuting in 2017 and staff commuting in 2020 were calculated using data from the respective travel surveys, to allow comparison. For each mode, the average annual commuting distance between respondents' postcodes and University House calculated. It was assumed that the shortest route was used and part time staff made half the journeys of full time staff. The average distance for Car (share) was halved (based on one passenger) to avoid double counting when calculating the associated emissions. The results was scaled up to the University level, according to the staff and student modal shares, and the total distance for each mode converted into CO_2e emissions. The conversion factor for foot passengers was used for ferries and the hovercraft.
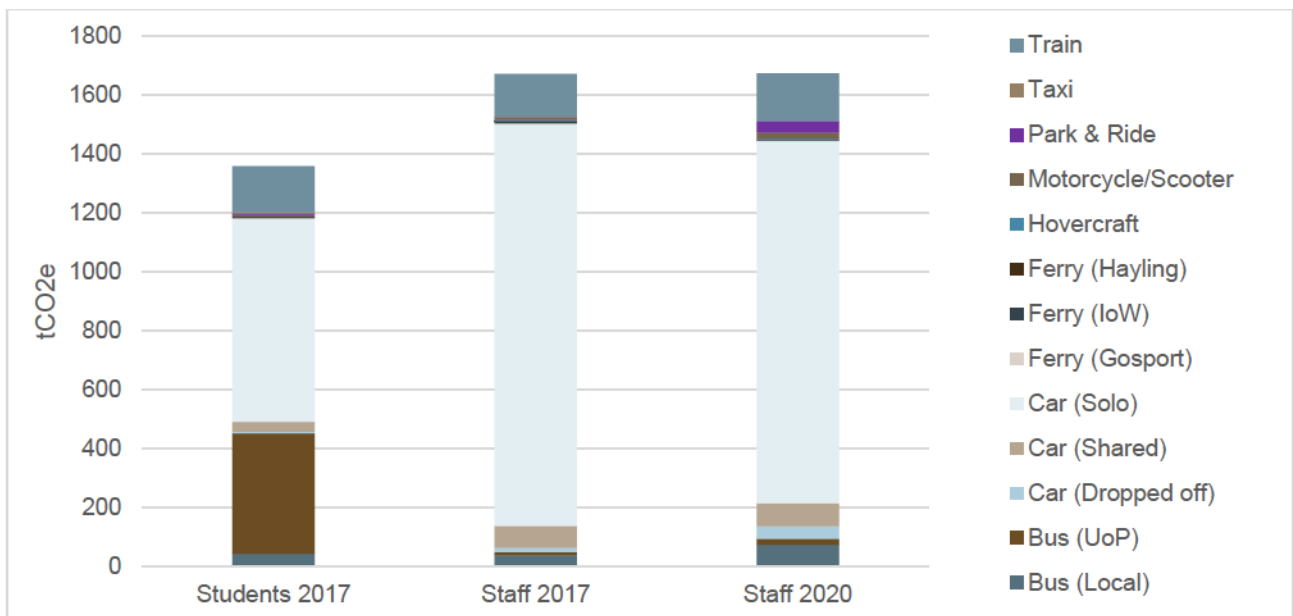

Figure 18 Approximate direct CO_2e emissions caused by staff and student commuting, by main travel mode. NB Walking, Cycling and 'Other' are not included either because they have no direct emissions or no conversion factor was applicable.

The results suggest staff and student commuting caused approximately 1673 tCO_2e and 1360 tCO_2e respectively in 2017. As Figure 19 shows, in both cases the main source of emissions was car use but a higher share of student emissions were from buses. In 2020, staff commuting caused approximately 1675 tCO_2e. While it remained the main source of emissions, there was a 10% decrease in emissions from car (solo). This is likely to be as more staff are using other modes of transport.

Appendix C - Survey Questions

Staff Survey

Staff Travel Survey 2020

Your journey to work

Q1. Where do you live? (Please provide your full home postcode)

Your answer

Q2. How do you travel to and from work on a regular basis? Select the main mode of transport used for the longest distance of your journey. If you vary how you travel to work (e.g. due to the weather) please base your answer on how you most frequently travel.

○ Bus (local service)

○ Bus (UoP service)

○ Bicycle

○ Car (solo)

○ Car (share)

○ Car (dropped off)

○ Ferry (Gosport)

○ Ferry (IoW)

○ Ferry (Hayling Island)

○ Hovercraft

○ Motorcycle/scooter

○ Park & Ride

○ Taxi

○ Train

○ Walk

○ Other:

Q3. As part of your journey to and from work in Q2, do you use any secondary modes of transport e.g. to get to/from the train station? Please select all that apply.

- [ ] Bus (local service)
- [ ] Bus (UoP service)
- [ ] Bicycle
- [ ] Car (solo)
- [ ] Car (share)
- [ ] Car (dropped off)
- [ ] Ferry (Gosport)
- [ ] Ferry (IoW)
- [ ] Ferry (Hayling Island)
- [ ] Hovercraft
- [ ] Motorcycle/scooter
- [ ] Park & Ride
- [ ] Taxi
- [ ] Train
- [ ] Walk
- [ ] Not applicable
- [ ] Other: _____

Q4. Which of the following do you occasionally use instead of your usual main mode of travel in Q2? Please select all that apply.

- [ ] Bus (local service)
- [ ] Bus (UoP service)
- [ ] Bicycle
- [ ] Car (solo)
- [ ] Car (share)
- [ ] Car (dropped off)
- [ ] Ferry (Gosport)
- [ ] Ferry (IoW)
- [ ] Ferry (Hayling Island)
- [ ] Hovercraft
- [ ] Motorcycle/scooter
- [ ] Park & Ride
- [ ] Taxi
- [ ] Train
- [ ] Walk
- [ ] Not applicable
- [ ] Other: _____

Q5. Why do you use your main mode of travel? Please select all that apply.

- [ ] Availability
- [ ] Convenience
- [ ] Cost
- [ ] Dropping off/collecting/caring/other commitments
- [ ] Environmental reasons
- [ ] Health - disability reasons
- [ ] Health - fitness reasons
- [ ] Lack of alternatives
- [ ] Personal safety
- [ ] Satisfy work need/commitments
- [ ] Time savings
- [ ] Business travel during the working day
- [ ] Transporting University equipment during the working day
- [ ] Not eligible for a University parking permit
- [ ] Other: _____

Car parking

Q6. If you had a UoP car parking permit before the new car parking policy came into effect, do you still have one?

- ◯ Yes
- ◯ Yes, but I have switched from a standard permit to a car sharer's permit
- ◯ No, due to the price increase in September 2019
- ◯ No, as I live in the exclusion zone
- ◯ No, for other reasons
- ◯ I did not have a UoP parking permit before September 2019

Q7. If you use a car to travel to work, where do you usually park?

- ◯ I don't drive to work
- ◯ Free parking in a nearby street
- ◯ Paid parking in a nearby street
- ◯ Paid parking in a commercial car park
- ◯ University car parks
- ◯ Other: _____

Encouraging sustainable travel

Q8. Which of the following would encourage you to cycle to work or cycle more often? Please select all that apply.

- [ ] Advice/guidance on cycle maintenance
- [ ] Advice on cycle security
- [ ] Arrangements to buy a bicycle at discount
- [ ] Cycle hire scheme
- [ ] Cycle maps and information
- [ ] Cycle training
- [ ] Higher security cycle parking areas
- [ ] Improved cycle paths on the journey to work
- [ ] Provision of under-cover cycle parking at work
- [ ] Workplace lockers
- [ ] Workplace showers
- [ ] Workplace changing facilities
- [ ] Nothing - it is too far to cycle
- [ ] Nothing - I already cycle
- [ ] Nothing
- [ ] Other:

Q9. Do you have access to a bicycle?

- ( ) Yes
- ( ) No
- ( ) I plan to buy one in the near future

Q.10 Which of the following would encourage you to use public transport to travel to work, or use it more often? Please select all that apply.

- [ ] A connection from home to rail station
- [ ] A connection from work to rail station
- [ ] A connection from home to ferry terminal
- [ ] A connection from work to ferry terminal
- [ ] Discount tickets/passes avaliable
- [ ] Improved quality buses for local services
- [ ] Improved Park & Ride frequency
- [ ] Improved Park & Ride route - e.g. stops closer to my place of work
- [ ] Improved security at rail station/bus stops
- [ ] Improved security on public transport
- [ ] More convenient bus drop off points
- [ ] More direct bus routes
- [ ] More frequent bus services
- [ ] More frequent train services
- [ ] More frequent ferry services
- [ ] Public transport information
- [ ] Quicker bus journeys
- [ ] Information on the carbon emissions saved
- [ ] Nothing
- [ ] Nothing - I already use public transport
- [ ] Other:

Q11. Which of the following would encourage you to walk to work, or walk more often? Please select all that apply.

- [ ] Better maintained/cleaner footpaths to work
- [ ] Better street lighting in the local area
- [ ] More lockers and storage facilities at work
- [ ] Better security around campus
- [ ] Road safety improvements in the local area
- [ ] Nothing - it's too far to walk
- [ ] Nothing - I already walk
- [ ] Nothing
- [ ] Other:

Q12. Are you aware of the University's car sharing parking permits?

- ( ) Yes
- ( ) No

Q13. Which of the following would encourage you to car share? Please select all that apply.

☐ Help in finding a car share partner

☐ Reserved parking spaces for car sharers

☐ Reduced car parking charges for car sharers

☐ Nothing - I already car share

☐ Nothing

☐ Other: _____

Q14. Do you use these flexible working options?

	Yes	No	Not applicable
Annualised hours	○	○	○
Changing work pattern	○	○	○
Compressed hours	○	○	○
Flexitime	○	○	○
Job sharing	○	○	○
Part time	○	○	○

Q15. Do you have any further suggestions or comments on what would encourage you or your colleagues to change to a sustainable mode of travel?

Your answer

Business travel

Q16. How often do you travel for work related purposes e.g. meetings?

Choose ▾

Q17. Are your work related trips mainly.... (Please select all that apply)

☐ Around the main University site

☐ To destinations within Portsmouth city centre

☐ To other destinations within Portsmouth

☐ To other destinations within the UK

☐ To destinations outside of the UK

☐ Not applicable

☐ Other: _____

Q18. Which mode(s) of transport do you use for work-related trips during the working day? Please select all that apply.

- [ ] Aeroplane
- [ ] Bus (local service)
- [ ] Bus (UoP service)
- [ ] Bicycle
- [ ] Private car (solo)
- [ ] Private car (sharer)
- [ ] Private car (dropped off)
- [ ] Hire car (solo)
- [ ] Hire car (sharer)
- [ ] Ferry (Gosport)
- [ ] Ferry (IoW)
- [ ] Ferry (Hayling Island)
- [ ] Hovercraft
- [ ] Motorcycle/scooter
- [ ] Park & Ride
- [ ] Taxi
- [ ] Train
- [ ] Walk
- [ ] Not applicable
- [ ] Other:

Q19. How often do you use these options?

	Very Frequently	Frequently	Occasionally	Rarely	Never	Not applicable
Telephone conferencing	○	○	○	○	○	○
Video conferencing	○	○	○	○	○	○

Staff Travel Survey 2020

Travel information

Q20. Which of the following sources of travel information are you aware of or use?

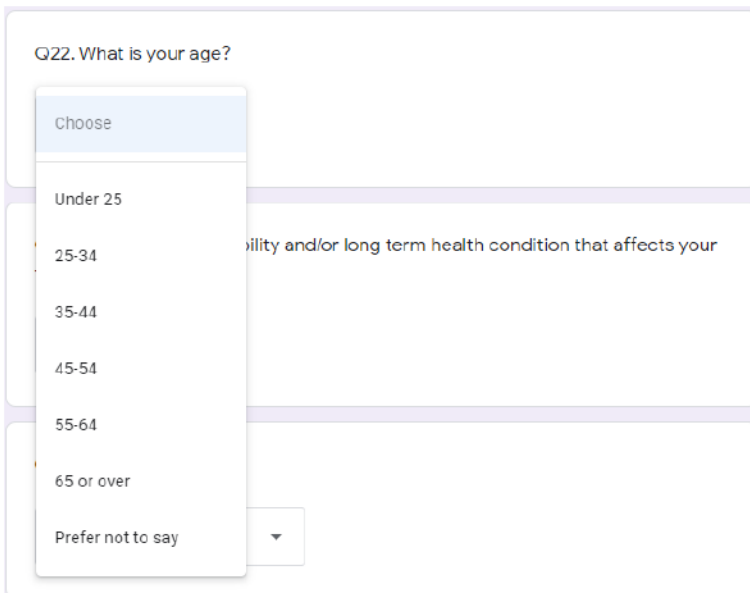|	Currently use	Aware of but don't use	Not aware of
Information from friends/family	○	○	○
Mobile app	○	○	○
My Journey Portsmouth	○	○	○
MyPort	○	○	○
Online maps e.g. Google Maps	○	○	○
Online timetables	○	○	○
University Travel to Work website	○	○	○
Other websites	○	○	○
Printed maps	○	○	○
Printed timetables	○	○	○

Staff Travel Survey 2020

About you

Q21. Are you...

Choose

Female

Male
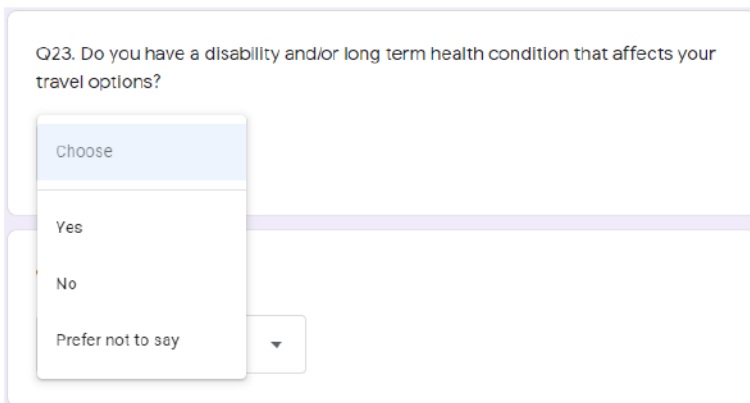
Other

Prefer not to say

Q22. What is your age?

Choose

Under 25

25-34

35-44

45-54

55-64

65 or over

Prefer not to say

...bility and/or long term health condition that affects your

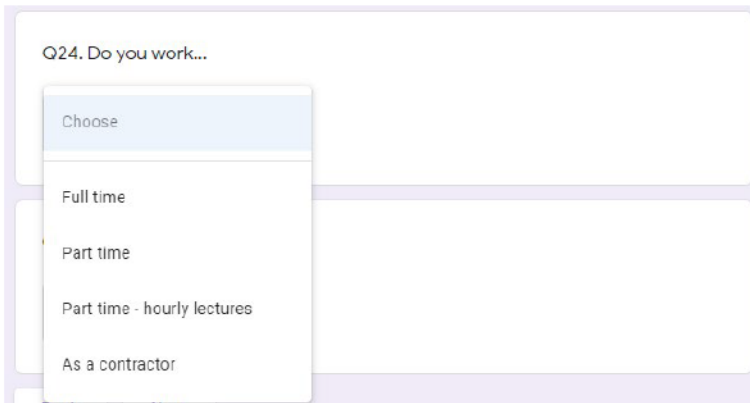Q23. Do you have a disability and/or long term health condition that affects your travel options?

Choose

Yes

No

Prefer not to say

Q24. Do you work...

Choose

Full time

Part time

Part time - hourly lectures

As a contractor

Q25. Are you...

Choose ▲

Choose

Academic staff

Support staff

Neve... ...ogle Forms.

...reated inside University of Portsmouth Staff. Report Abuse

Google Forms

Q26. Do you have any other comments about how you travel to and from work?

Your answer