



West Suffolk College Travel Plan.

Main Campus Area and Associated Centres
2017

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1 INTRODUCTION

1.1 What is a Travel Plan?

The Government's defined a Travel Plan as: "A package of initiatives to tackle different aspects of transport, including commuter journeys, business travel and fleet management".

From the College's perspective; this travel plan supports the long-term site strategy, designed to promote sustainable modes of transport and to facilitate travel choice. While a travel plan does not change the way people travel, it does facilitate opportunities for people to use other forms of travel and thus effect a reduction in single occupancy car use and local congestion and promote public transport. In order to affect 'real' change it outlines its overall aims and objectives along with tangible quantitative targets and timelines to drive through change in our behaviour towards our travel arrangements.

This Travel Plan is for West Suffolk College (WSC) covering its main campus located in Bury St Edmunds along with associated facilities within the vicinity and its learning centres located throughout the county.

1.2 College Service Provision.

West Suffolk College is a rural further education college with its main campus hub located in Out Risbygate with Construction and Building Services located at The Milburn Centre, Anglian Lane and a National Centre for Stem in Western Way; all within Bury St Edmunds. We serve our rural community through Local Learning Centres in Haverhill, Ipswich, Mildenhall, Thetford, Stowmarket and Sudbury. Overall when considering our Employer Engagement programme which can be delivered within the workplace, we use over a hundred different venues around East Anglia to deliver our programmes peripatetically.

In addition to Full-time, Part-time and Adult Education, we have a large contract for Apprenticeships and training for businesses. In support of these programmes we work with more than 1,700 employers and in 2014/15 delivered a substantial volume of full cost courses to employers. We are a member of University of Suffolk and provide full and part-time degree courses.

In undertaking this activity, the College provides a positive socio-economic benefit to its locality but, the College acknowledges the environmental impact it has in providing this service. The College wishes to manage this environmental impact and minimise any adverse effects this may have in a manner consistent with being a responsible employer and stakeholder within its community.

1.3 Aim and Objectives.

The aim of this Travel plan is to develop and deliver strategies which reduce the environmental impact the College has through its travel arrangements on the locality and its associated environment. It also aims to promote and incentivise the use of sustainable transport to its staff and students, and to make transport to the College as convenient, safe and inexpensive as practicably possible.

Travel Plan aims to support sustainable travel through:

- A. encouraging staff and students to challenge their travel arrangements and consider more sustainable means;

- B. supporting and challenging staff who travel regularly on College business so their journeys are 'considered', managed and completed safely, economically and with minimal environmental impact;
- C. providing and supporting access and facilities for staff and students with limited mobility;
- D. appreciating and minimising the impact the College has through its travel arrangements on the local demographic;
- E. encouraging greater uptake for walking or cycling;
- F. Ensuring the Travel Plan helps inform long term business and premises planning.

1.4 Travel Plan Rationale and Benefits.

Travel plans are becoming an important and instructive part of creating and ensuring a sustainable future. The production and operation of the Travel Plan is an integral part of West Suffolk College's operation and goes to support a number of benefits, including:

- Reputation – Demonstrates the College's commitment to the local area and improves the College's image to its neighbours and those within the local demographic;
- Corporate Responsibility – Helps to meet stakeholder demand for improvements to Corporate Social Responsibility and to meet Environmental Targets. Can lead to significant changes to the way people travel to and from the College resulting in a better local environment for pedestrians and cyclists;
- Cost Benefits – A managed reduction in travel can have a major impact on cost. These reductions can be either directly through travel claims for mileage, time and parking and indirectly through maintenance and in some cases stress;
- Student Enrolment – Providing students with quick and direct access, reduces barriers to learning and encourages enrolment;
- Increased travel choice – A wider range of travel options will lead to greater social inclusion, enabling those who do not have access to a car to attend College;
- Health Benefits – Many alternative forms of transport include an element of exercise that will lead to a healthier workforce and cohort, possibly leading to reduced rates of illness amongst both staff and students.

2 REGIONAL AND LOCAL PLANNING POLICY.

Policy nationally, regionally and locally is essential to comprehend and appreciate its direction. With this knowledge and understanding it will help inform the knowledge of this plan and influence longer term growth plans for the College. The following section provides extracts of the various policies.

2.1 Regional Transport Policy.

Suffolk County Council's - Local Transport Plan 2011-2031 Part 2 (Implementation Plan)

Transport strategy for Bury St Edmunds

Reducing demand for travel

We will work closely with St Edmundsbury Borough Council to ensure that future developments for housing and employment include adequate facilities so people can travel more easily on foot, by bicycle or by bus. Travel plans for workplaces and education sites have considerable potential in Bury St Edmunds, and offer, over time, negotiated ways forward to achieve some shift from the dominance of car driver trips in the peak periods. It will be expected for all new developments to implement a travel plan with robust targets to minimise car use.

We plan to work with St Edmundsbury Borough Council and the train operating company to develop a station travel plan to improve access to the railway station.

We will work with St Edmundsbury Borough Council to establish appropriate policies for on and off street parking provision and charges to reduce long stay parking, while recognising the importance of short and medium stay parking for the town's retail economy.

Efficient use of transport networks

Some bus services within the town are operated on a commercial basis. For those that are still supported by the county council there is a move towards commercial operation. The county council will seek to maintain key transport links within the town, in particular those between the town centre and West Suffolk Hospital, West Suffolk College, key employment areas and all existing and/or proposed housing developments. It is anticipated that the county council will act in a facilitating role directing any developer contributions through contractual arrangements towards the expansion and underpinning of the commercial network. Future services could include town centre routes that complement the existing network. Real time passenger information makes travelling by bus more attractive, and potentially improves punctuality and reliability, especially when linked to urban traffic management and control. These systems will be considered for implementation when funding permits.

Improving infrastructure

Walking and cycling routes and town centre facilities are fairly well developed but they have important gaps in provision. Further walking and cycling facilities are required to enhance and complete the existing network, particularly to connect the railway station with the town centre. We will also work with the borough council to ensure that infrastructure; in particular, at the bus station in St Andrews Street, is improved and expanded where necessary. Increased capacity and accommodation for larger buses may need to be considered in the medium term.

There are also some road improvement schemes associated with future development and identified in the St Edmundsbury Core Strategy Development Plan Document. These improvements will alleviate congestion at particular locations and provide

access to new developments. Specific efforts are also needed to improve traffic circulation, access and public transport integration in the central area.

In addition, through its planning policy, Suffolk County Council aligns itself with their 'Greenest County' initiative, developing travel plans which target a reduction in 'business' miles which:

- Save your employees time and money spent travelling to work.
- Reduce business transport overheads.
- Alleviate parking issues on your site.
- Improve your environmental credentials, enabling the business to acquire ISO1401 environmental accreditation – essential for trading with some large UK organisations.
- Improve employee health through the promotion of walking and cycling initiatives
- Encourage social interaction between employees
- Improve recruitment and retention of staff

2.2 Local Transport Policy.

St Edmundsbury Borough Council: Bury St Edmunds Vision 2031

West Suffolk College is discussed within policy BV 23, which states:

“Within the site shown on the Proposals Map at Newmarket Road / Out Risbygate, (known as the College Site), permission for the expansion of educational premises and associated uses will be permitted where:

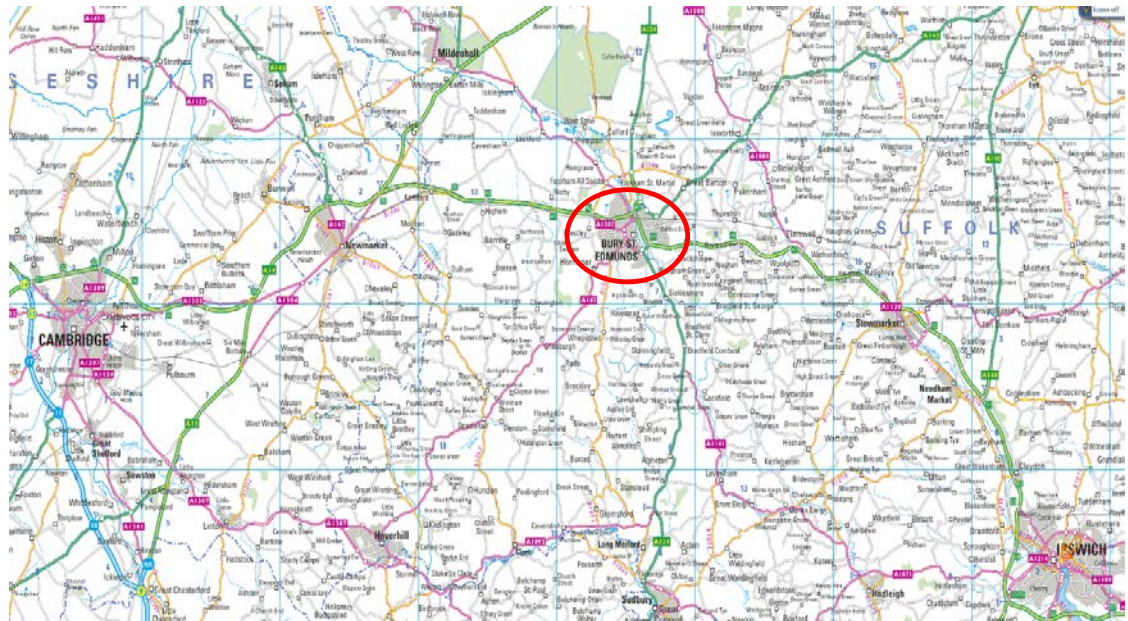
- (a) the proposal would not have an unacceptable impact on the amenity of the College site and the surrounding area;*
- (b) a travel plan to reduce dependency on access to the College site by the private motor car is prepared and implemented;*
- (c) additional adequate car parking is provided; and*
- (d) The wooded referred to as the Copse in the masterplan and identified on the polices map shall be retained and protected from development.*

The amount of land available for development, location of uses, access arrangements, design and landscaping will be informed by a masterplan for the site. Applications for planning permission will be required to adhere to the requirements of the masterplan.”

3 SITE SURVEY.

3.1 Site Location and Description.

West Suffolk College's main operating campus is in Bury St Edmunds, which is located in the West of the county of Suffolk. As can be seen from the map below (Figure 3.1a), Bury St Edmunds is a market town situated centrally between Cambridge and Ipswich; surrounded by Newmarket, Sudbury Haverhill and Stowmarket. It's from these areas where it draws its student and staff cohort.

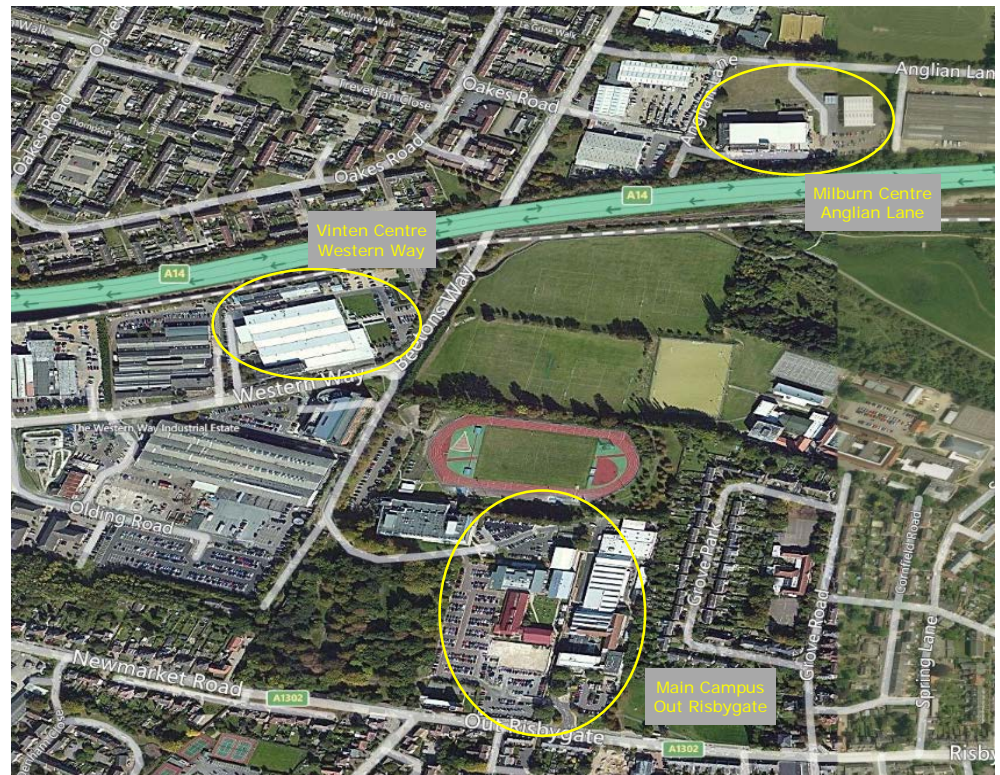


Map showing main campus location - Figure 3.1a

The main campus is located off Out Risbygate (A1302), 800m to the west of Bury St Edmunds town centre. Out Risbygate forms the site's southern boundary, with the site bounded to the west by a small copse of managed parkland, which is protected from development. A sports centre and playing fields border the site to the north with residential properties along Grove Park located to the east of the site. Supporting the main campus areas are two sites which provide teaching facilities; Milburn Centre which is located on New Anglia Lane and the Vitec Videocom building situated on Western Way.

The built area of the main campus (areas of car parking, the principal buildings and ancillary structures) occupy an area of approximately 4.5Ha. The Gross Floor Area (GFA) of the existing College buildings at Out Risbygate is approximately 21,000m² with approximately 4,800m² of space at The Milburn Centre and most recently 9,000m² on Western Way.

Currently pedestrian entry and access for limited car parking is gained directly from Out Risbygate on the southern boundary of the site. Access for the main car park in the north of the site is via an access road from the junction of Western Way and Beetons Way. There is staff parking available at the Milburn Centre and this approach will be mirrored for the Western Way operation.



Main campus location relative to related centres -Fig 3.1b

3.2 Staff and Student Numbers.

It's important, when considering travel arrangements associated with the College, to understand the type of educational provision and scope. During the academic year 2016-17 it provided training programmes to over 8,850 students with courses ranging from 14 to 16 Provision, Apprenticeships, Employer Training, Evening, Full Time Higher Education, to Evening Leisure Learning. With training undertaken both within its own sites and, in the case of Employer Training, this could be undertaken on the employer's site. The number of students and staff travelling on any one day to undertake their programmes is difficult to determine and varies throughout the year. This is because, unlike schools, their timetabled days and length of course changes throughout the year with some commissioned for a few days throughout the year.

Staff numbers sampled in 2016 shows a total number across all sites of 938. However, based upon a 37-hour week this produces a Full Time Equivalent (FTE) of approximately 500. The table below shows the staff number distribution across the sites with some operating from more than one site.

Location	Staff numbers
Main Campus – B St E	839
Milburn Centre – B St E	41
Newmarket	2
Ipswich	5
Thetford	22
Sudbury	24
Haverhill	10

3.3 Parking Provision.

This section describes the current parking arrangements for the three main sites in Bury St Edmunds. Following construction of The Gateway building on the main campus, site parking within the premises was significantly reduced. To ensure we didn't disadvantage student parking a contract for staff to use the nearby Parkway Multi-story car park, located 5 minutes' walk away, was implemented and is currently used by Staff.

3.3.1 Main Campus.

There are a total of 390 dedicated car parking spaces within the main campus car parks. When parking on the main campus car parks a charge of £2 is made upon arrival for all users except approved visitors and staff. Staff using this facility will be allocated parking badges to display, full time staff must use the multi-story car park in Parkway. Parking attendants manage the site and spaces are allocated and designated as follows:

Site Main Campus	Description	Number
Car parking	Staff parking spaces	150
	Student parking spaces	240
	Disabled parking spaces	15
	Visitor parking spaces	4
Motor Cycle / Scooter	Approximate spaces	20
Cycle parking	Cycle stands – covered	56
	Cycle stands - uncovered	-
Bus parking	Spaces for coaches	0

3.3.2 Milburn Centre.

This centre is located 0.7miles from the main campus and it's expected to take 12 minutes to walk to the premises. There is limited parking available at this site for both students and staff at no cost, provided they are based at the centre.

Site - Milburn Centre	Description	Number
Car parking	Staff parking spaces	30
	Student parking spaces	55
	Disabled parking spaces	2
	Visitor parking spaces	4
Motor Cycle / Scooter	Approximate spaces	10
Cycle parking	Cycle stands – covered	10
	Cycle stands - uncovered	5
Bus parking	Spaces for coaches	0

3.3.3 Vinten Innovation Centre.

At present the site is used for the design and manufacture of camera support equipment. A redevelopment programme for the whole site has been developed but this will be undertaken over a number of phases. However, it's not proposed to extend the buildings and for the foreseeable future we will continue to use the existing 170 allocated spaces during normal business hours. Those able to park on site will be limited to staff, although the number of staff during the initial phases will be less than this number other staff members will park there to reduce the numbers impacting on managed student parking. This will have the impact of reducing the number using the Parkway Multi-story, freeing up space for shoppers and those wishing to access the town centre.

This centre is approximately 300 metres from the main campus and walking time to the facility takes approximately 4 minutes. It's planned that the site will be used for staff and visitors only. Student use will be limited to the main campus and Milburn centre only. Overall the numbers using the site will not increase. However, we believe that with a change in use from an industrial manufacturing site, with its associated material deliveries, the amount of traffic using the site will be reduced.

Site – Vinten.	Description	Number
Car parking	Staff parking spaces	170 planned
	Student parking spaces	0
	Disabled parking spaces	10 planned
	Visitor parking spaces	10 planned
Motor Cycle / Scooter	Approximate spaces	20 planned
Cycle parking	Cycle stands – covered	30 planned
	Cycle stands - uncovered	
Bus parking	Spaces for coaches	0

3.4 Site Accessibility.

ROAD NETWORK

Out Risbygate forms part of the A1302, which commences at its junction with the A14 at Newmarket Road, to the North West of Bury St Edmunds, and turns into Out Risbygate after approximately 1800m at the junction between Newmarket Road, Out Risbygate and Westley Road. Out Risbygate (A1302) then continues in a generally easterly direction until the roundabout junction with Parkway, where Parkway becomes the A1302 and heads off in a northerly direction towards the A14 junction to the North East of Bury St Edmunds, and to the south towards the A143 and A134.

Out Risbygate is a classified road with a 30mph speed limit which varies from approximately 6.0m wide to 7.3m wide in the vicinity of the existing main College campus access. There is a mixed use to the frontage of the road, but it is predominately used for residential access.

Cycle Lanes have been provided along the northern side of the road, and on the southern side, residential off-street parking for approximately 15 vehicles has been provided for the terraced properties which have direct frontage to the road.

The A1302 is a bus route and on the northern side of the road, adjacent to the College, there are bus lay-bys. Less formal bus set-down points are provided on the southern side of the road.

PUBLIC TRANSPORT - RAIL

Bury St Edmund's Rail Station is located to the north east of the main campus. The distance from the main campus to the rail station is 1.2km. Based on average speeds it would take 17minutes to walk or 5minutes to cover the distance by cycle.



Rail connectivity within locality Fig 3.5.2a

Given its relative close proximity to the rail station not many students are observed using this means of transportation, principally due the cost and connections to other rail stations throughout the county.

Current bus service connection between the College and rail station has a journey time of 20 minutes.

PUBLIC TRANSPORT – BUS

Most bus services focus around the town's bus depot; this provides the worst case scenario for passengers trying to access the College. Bury St Edmund's bus depot is located 0.6 miles from the main campus and take approximately 11 minutes to walk the distance. Out Risbygate does have a number of bus stops with one located outside the main entrance.

Use of bus transport by both staff and students will depend very much on its ease of access and cost, therefore student subsidies will influence those using the services.

PUBLIC TRANSPORT – PARK AND RIDE

Bury St Edmunds does not have a Park & Ride facility. During a debate involving Bury St Edmunds Councillors, a press release on "More car parks for Bury St Edmunds"

(4th November 2015) the statement was made that “The task and finish group said the cost of a permanent Park and Ride service would be prohibitive.”

It's therefore unlikely that this service will be made available to reduce travel within the College's locality in the near future.

WALKING

Pedestrian access to the campus is currently gained from Out Risbygate to the South, Beetons Way to the North or via the area of managed parkland to the West of the campus. These routes are provided with street lighting, including the section through the managed parkland.

Out Risbygate provides a direct pedestrian link with the town centre, which begins approximately 800m to the east of the campus. There are two Toucan crossing facilities on Out Risbygate near Grove Road and Spring Lane junctions, and across Parkway where Out Risbygate joins Risbygate Street.

Beetons Way to the north of the premises provides pedestrian access for residents from the Howard estate. The route passes underneath the Bury St Edmunds – Cambridge mainline railway and the A14. Beetons Way also provides pedestrian access to a shared footpath/cycle path that runs to the north of the sports centre and King Edwards VI Upper School.

CYCLING

Cycle access to the site is similar to that for walking, with Beetons Way and the shared footpath/cycle path to the north of the sports centre providing routes towards the bus and railway station and the town centre that are partly segregated from vehicular traffic. Bury St Edmunds is part of the National Cycle Network (co-ordinated by Sustrans) with routes 13 and 51 providing easier cycle access to Bury St Edmunds

Cycle lanes are marked out on Out Risbygate between Beetons Way and the edge of the town centre. Toucan crossings are provided on Out Risbygate and across Parkway which assist cycling between the campus and locations further to the east and south.

Existing cycle paths are considered to provide convenient cycle access to large areas of Bury St Edmunds, including the town centre and the main public transport interchanges. The entire urban area of Bury St Edmunds is within 5km of the campus.

4 CURRENT TRAVEL PATTERNS.

4.1 Travel Surveys.

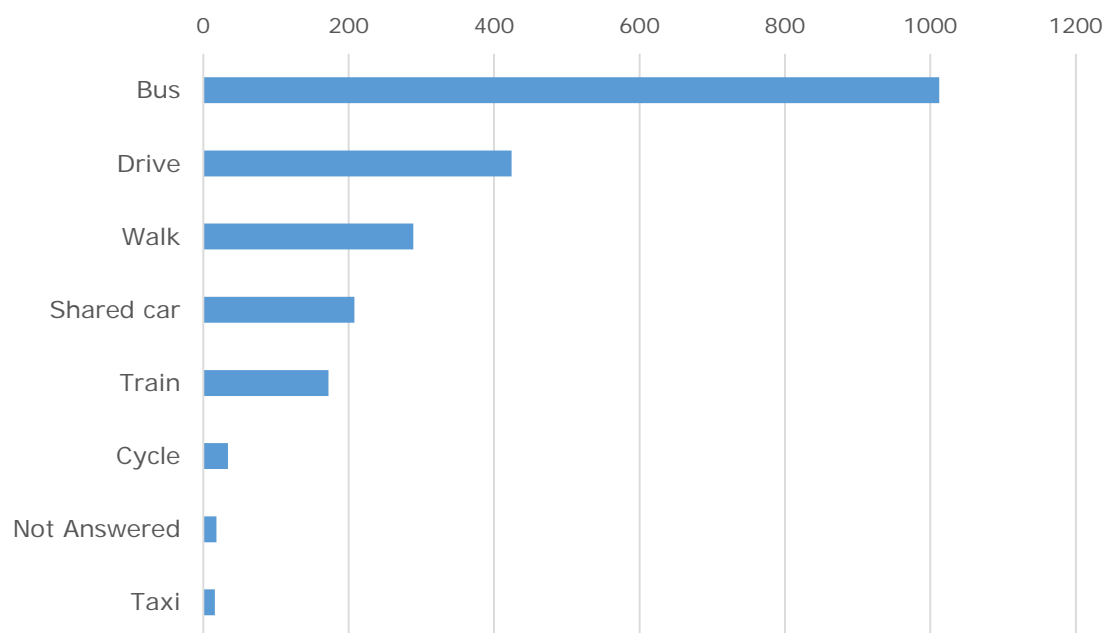
Travel surveys have been undertaken with both Students and Staff in Oct 2016 and January 2017 respectively. It should be noted that although some of the questions are similar across both surveys there are others which have been added or refined to elicit specific cohort information.

Full results of these surveys can be found within the respective appendices, with detailed commentary contained within the various sections below.

4.2 Travel Survey – Student Overview.

A travel survey was undertaken with students at the beginning of the 2016 Autumn term. A large proportion of students undertook the survey through Moodle online with approximately 200 in hard copy format. Having reviewed and consolidated the returns, 2173 responses have been analysed. During the academic year 2016-17 we registered 9,083 students but, as described earlier, this would not represent the total number at the time the survey was undertaken. However, this represents a rough response rate of 24%. Full survey results can be seen in Appendix A. An extract and amalgamation of some information can be seen below:

What mode of transport do you use to attend college?



This table demonstrates that almost 50% of those students surveyed use the bus provision, which is to be expected given the rural location of the College, with 20% choosing to use their own vehicle.

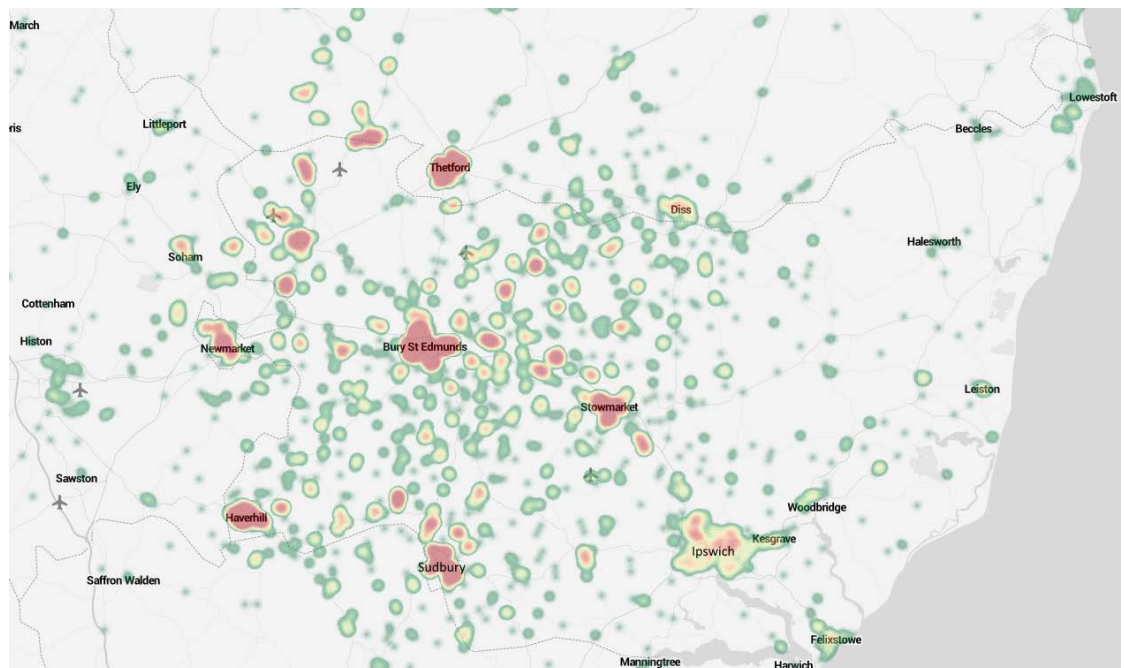
What mode of transport do you use to attend college and how far do you travel?

Bus	1012	
More than 5 miles	900	89%
2 - 5 miles	81	8%
1 - 2 miles	21	2%
Less than a mile	5	0%
Not Answered	5	0%
Walk		
Less than a mile	128	44%
1 - 2 miles	119	41%
2 - 5 miles	38	13%
More than 5 miles	3	1%
Not Answered	1	0%
Train		
More than 5 miles	155	90%
2 - 5 miles	16	9%
1 - 2 miles	1	1%
Not Answered		
Not Answered	17	100%

Drive	424	
More than 5 miles	317	75%
2 - 5 miles	62	15%
1 - 2 miles	38	9%
Less than a mile	6	1%
Not Answered	1	0%
Shared car		
More than 5 miles	156	75%
2 - 5 miles	29	14%
1 - 2 miles	19	9%
Less than a mile	4	2%
Not Answered	1	0%
Cycle		
2 - 5 miles	14	41%
1 - 2 miles	10	29%
Less than a mile	8	24%
More than 5 miles	2	6%
Taxi		
More than 5 miles	12	75%
1 - 2 miles	2	13%
2 - 5 miles	1	6%
Less than a mile	1	6%

4.2.1 Student demographic.

The heat map below shows the Students home address demographic. In this case those students undertaking courses outside WSC premises (i.e. employer's premises) have been removed for clarity and demonstrates the rurality of their journeys. This reduces the number of students mapped to 8631 but, with 85% of these still traveling to Bury St Edmunds or our rural learning centres

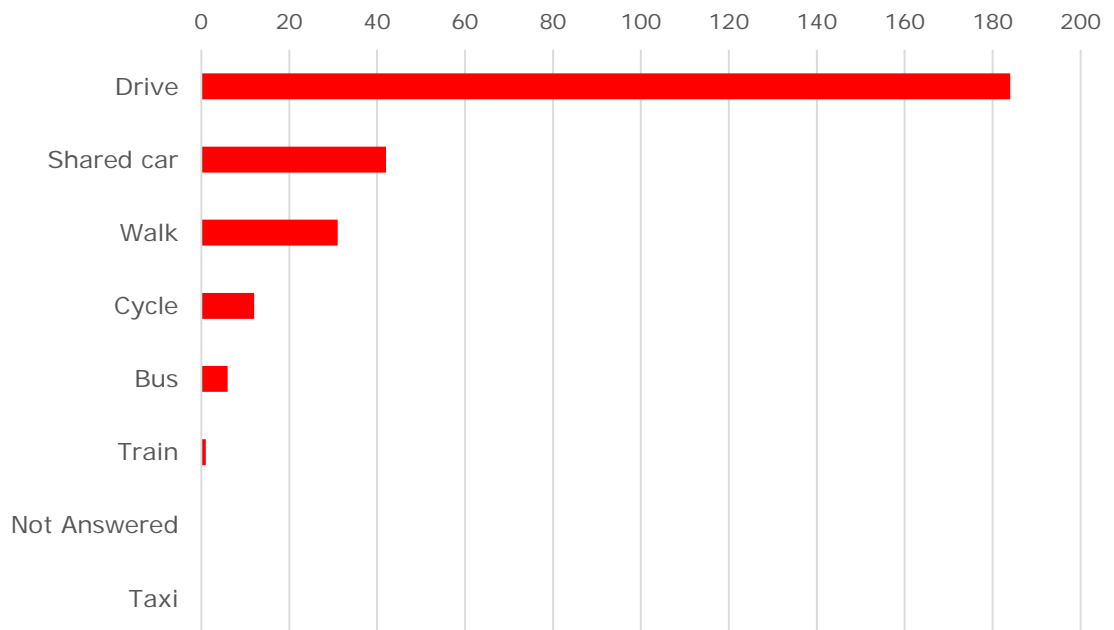


4.3 Travel Survey – Staff Overview.

The staff travel survey was undertaken online through the College’s intranet at the beginning of the summer term. We had 276 responses, as described previously in this document our staff are based in a number of sites and some work peripatetically. The total staff number is 726 which equates to a 38% response rate. We are also conscious that a number of staff contained within the total (grounds, catering, cleaners, etc.) may not have access to a computer or the intranet.

Full survey results can be seen in Appendix A. An extract and amalgamation of some information can be seen below

What mode of transport do you use to attend college?



This table shows that a majority of staff use their cars for transport to work with a few sharing their mode of conveyance. Worryingly there were few who used public transport. However, over 50% of those travelling by car commute over 5 miles but the low response rate may be skewing the result

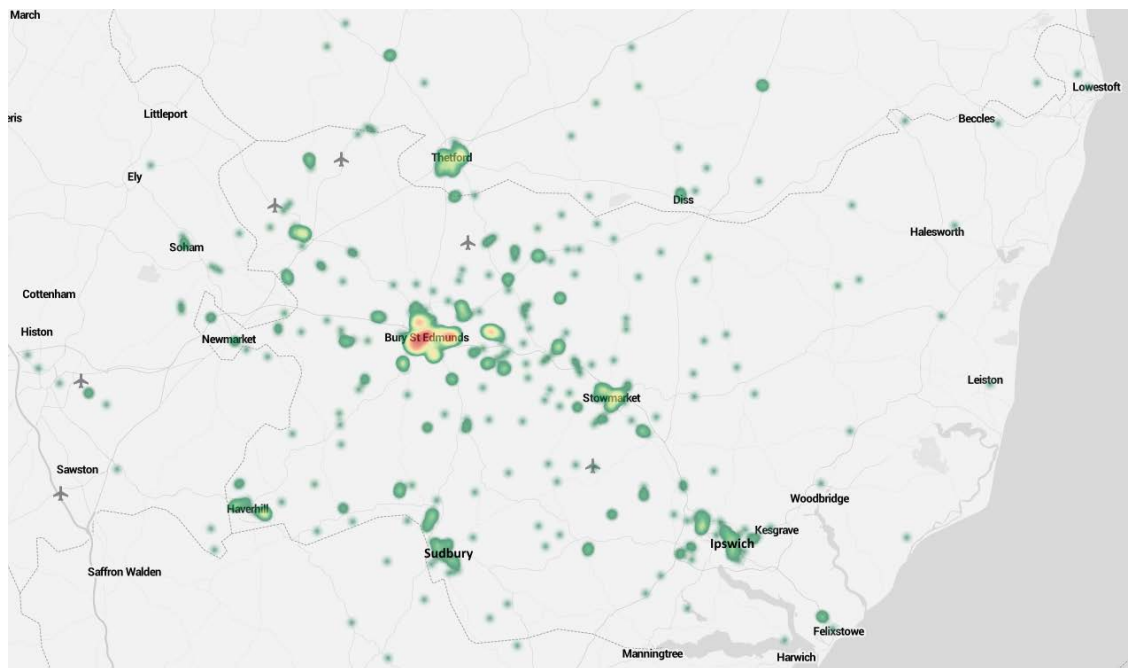
What mode of transport do you use to attend college and how far do you travel?

Bus	6		Drive	184	
More than 5 miles	4	67%	More than 5 miles	143	78%
2 - 5 miles	2	33%	2 - 5 miles	22	12%
1 - 2 miles			1 - 2 miles	17	9%
Less than a mile			Less than a mile	2	1%
Not Answered			Not Answered		
Walk	31		Shared car	42	
Less than a mile	20	65%	More than 5 miles	37	88%
1 - 2 miles	8	26%	2 - 5 miles	2	5%
2 - 5 miles	3	10%	1 - 2 miles	3	7%
More than 5 miles			Less than a mile		
Not Answered			Not Answered		
Train	1		Cycle	12	
More than 5 miles	1	100%	2 - 5 miles	3	25%
2 - 5 miles			1 - 2 miles	6	50%

1 - 2 miles			Less than a mile	3	25%
			More than 5 miles		
Not Answered	0		Taxi	0	
Not Answered			More than 5 miles		
			1 - 2 miles		
			2 - 5 miles		
			Less than a mile		

4.3.1 Staff demographic.

A heat map has been assembled which shows the home address demographic for staff. It hasn't been possible to identify their specific work addresses but over 90% will be operating from Bury St Edmunds.

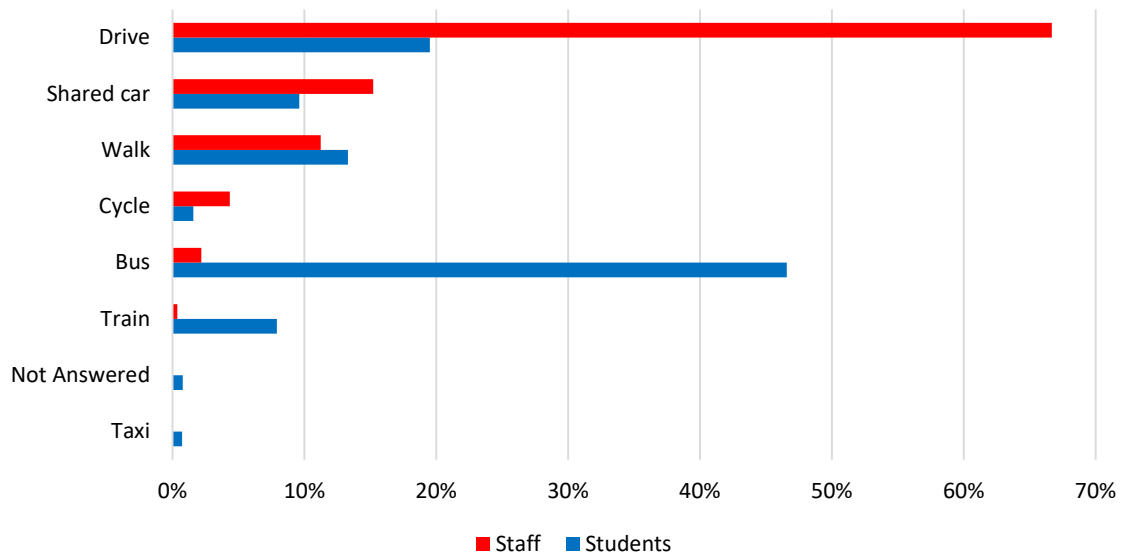


Again as with the student profile the College's staffing cohort is located not only within the county but from Norfolk, Cambridge and Essex with minimal public transport links.

4.4 Staff and Student Modal Share.

The travel survey data results from both staff and students has been consolidated to provide a modal share. These percentages provide a not un-expected variance in travel arrangements between the two groups.

Staff and Student Mode of transport as % of responses.



Survey results indicate that staff have a much greater dependence on their cars than students, with almost 90% of staff making their journeys to College by car compared to 30% of student journeys. It should be noted that when considering the whole student cohort 18%, are not old enough to drive when they first register.

Public transport, from a student perspective, had a good take up with over 50% choosing this form of transport; compared with 2% of staff. Only 15% of those staff members who completed the survey walked or cycled to work, which was the same for the Student return.

Travel time is important to both staff and students; the table below provides an overview of the times involved from key areas

Start point	*Bury St Eds Train Stn	+Bury St Eds Bus Stn	Drive to College
Haverhill	Not Available	1hr	0.5hr
Ipswich	0.5hr	1hr	0.6hr
Newmarket	0.3hr	0.5hr	0.3hr
Stowmarket	0.3hr	0.5hr	0.3hr
Sudbury	2hrs	1hr	0.5hr
Thetford	2hrs	0.8hr	0.4hr

* 0.3hr walk to college

+ 0.2hr walk to college

In summary; the overall response to completing the survey was disappointing from both parties and the results obtained suggests potential exists for increased uptake in sustainable transport arrangements, particularly for staff. However, our

expectations around increased use of public transport must be balanced against the rurality of our demographic. This leads to perhaps a greater focus towards increased car sharing, until public transport has greater flexibility and impact in rural areas.

5 PLANNED ACTIONS.

5.1 Overview.

The implementation and delivery of the Travel Plan requires a collective co-operation between the Senior Leadership Team (SMT), staff and students. It also relies on the support, understanding and involvement of local stakeholders, parents, carers and the wider community. The SMT has overall management responsibility for developing targets and objectives and implementing practises and procedures to support them.

The Vice Principal – Finance & Resources (VP-F&R) is a member of the SMT and along with the Estates & Procurement Manager (E&PM), will be responsible for the Travel Plan and take on the role of Travel Plan Coordinator (TPC). Additionally, they will take strategic responsibility and deal with community stakeholders taking overall responsibility for the Travel Plan and ownership of the document.

It will be the responsibility of the VP-F&R to instigate a Travel Plan Forum to ensure a cross section of the College population is represented and informed of the promotion of sustainable transport within the College and deliver against the planned actions. The E&PM will support this area of work along with colleagues in Student and Learning Support with duties including: - working with students, parents, operators, staff and other interested parties; monitoring usage and effectiveness of travel modes; supporting travel specific meetings; dealing with compliments and complaints and taking necessary actions; ensuring information is up to date and clear and generally supporting the objectives of the Travel Plan.

5.2 Adoption of Travel Plan.

The travel plan was proposed and agreed at the October 2017 meeting of the Property Task and Finish Group meeting. In attendance during this meeting was the Vice Principal – Finance & Resources, College Principal and quorum of Governors.

5.3 Achievement of outlined aims.

The aims outlined at the beginning of this travel plan are the desired outcomes. To achieve these aims a number of targets have been developed to help achieve these, supported by action points, responsibilities and timelines. These have been formulated to help support those either attending the College or undertaking work for the College.

Those aims to support sustainable travel are set out below:

- A. encouraging staff and students to question their travel arrangements and consider more sustainable means;
- B. supporting and challenging staff who travel regularly on College business so their journeys are 'considered', managed and completed safely, economically and with minimal environmental impact;
- C. providing and supporting access and facilities for staff and students with limited mobility;
- D. appreciating and minimising the impact the College has through its travel arrangements on the local demographic;
- E. encouraging greater uptake for walking or cycling;
- F. ensuring the Travel Plan helps inform long term business and premises planning.

5.3.1 Targets, Supporting actions and timelines.

Target	Supporting actions	Responsibility	Timeline	Supported Aim
<i>Development of Sustainable Travel Group.</i>	Re-institute the Sustainable Travel Group (STG). Group meetings have lapsed therefore the group requires new membership and a refresh from across the organisation, including student participation. Appoint Travel Plan Coordinator (TPC).	VP-F&R	Start of 2018	A, C & D
	STG to organise promotion and marketing of sustainable travel across the organisation. These will be tailored to engage both staff and students.	TPC		
	Reassess the Car Parking Management Policy	TPC		
<i>Increase the use of public transport by 5% for Students and 10% for Staff</i>	<p>Assess the potential of engaging with Suffolk County Council – Local Links Programme. This is a county wide programme to promote a more active commute to the workplace.</p> <p>Student support staff, as part of the student induction programme, to receive training in sustainable travel and options for access to Public Transport.</p> <p>Student website to be developed further to promote public transport proactively, supported by presentations within social spaces</p> <p>The College will continue to liaise with local bus service operators to seek bus service improvements to the Out Risbygate campus, along with discounted bus fares for students and staff.</p> <p>As part of ongoing local development, especially at the proposed Western Way development, the College to engage with and consult those involved to provide an improved bus stop, service routes and waiting facilities.</p>	TPC	Spring 2018	A,

Target	Supporting actions	Responsibility	Timeline	Supported Aim
<p><i>Increase shared occupancy car journeys by 5% for Students and 10% for Staff.</i></p>	<p>STG to consult over car share arrangements to determine potential users' needs.</p> <p>Promote through Intranet and Moodle a car share scheme, potentially using SuffolkCarShare.com. Requires to be added to website as option</p> <p>Revise car park management charges, incentivising those who participate in the car sharing scheme, while penalising those who don't, could be financial or the location of the parked car.</p> <p>It's been noted that the use of motor cycles and scooters is relatively low. We should investigate the feasibility of providing staff and students with discounted motorcycle/moped servicing and maintenance through initiatives developed with local service providers, subject to local considerations, public liability and insurance.</p>	<p>TPC</p>	<p>Summer 2018</p>	<p>A, B</p>
<p><i>Increase the number of students and staff walking and cycling to college by 5%</i></p>	<p>In house promotion of healthy life style choices in collaboration with other similar organisations.</p> <p>Promote cycling through National Cycle to Work scheme along with Bike Week.</p> <p>The College will continue to promote its staff <i>cycle purchase scheme</i> and will investigate the use of a similar scheme through the Students Union to establish a similar scheme for students.</p> <p>The College will encourage staff and students to join or establish their own BUGs.</p> <p>The College will investigate the feasibility of providing <i>pool cycles</i> for staff to use on business trips and supply in accordance with demand.</p>	<p>TPC</p>	<p>Spring 2018</p>	<p>E</p>

Target	Supporting actions	Responsibility	Timeline	Supported Aim
	The College will work with the local authority to investigate whether it is feasible to provide <i>cycle safety training</i> for staff and students.			
<i>Target an Increase in the travel survey participation for both staff and students.</i>	The STG to incentivise student participation and line manager intervention if necessary to achieve greater staff contribution.	TPC	Spring 2018	F

5.3.2 Summary of target improvements.

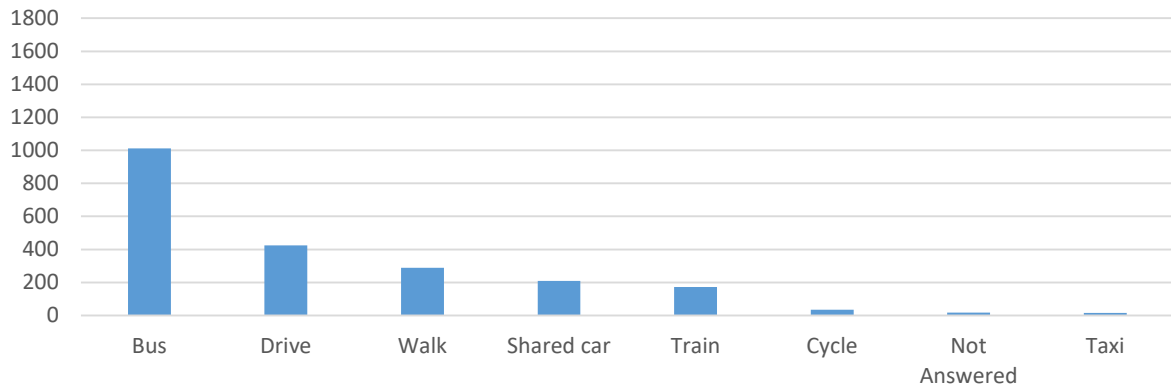
The improvement targets can only be measured against the information received as part of the travel survey. Therefore, one of the critical targets is to improve survey participation so as to appreciate the travel arrangements being undertaken.

Target	Current Value	Target Value	Target Date
Development of Sustainable Travel Group.	Not Applicable		2017
Increase the use of public transport by 5% for Students and 10% for Staff	Students 55% Staff 2%	Students 60% Staff 12%	2018
Increase shared occupancy car journeys by 5% for Students and 10% for Staff.	Students 10% Staff 15%	Students 15% Staff 25%	2018
Increase the number of students and staff walking and cycling to college by 5%	Students 15% Staff 15%	Students 20% Staff 20%	2018
Target an Increase in the travel survey participation for both staff and students.	Students 24% Staff 38%	Students 50% Staff 50%	2018

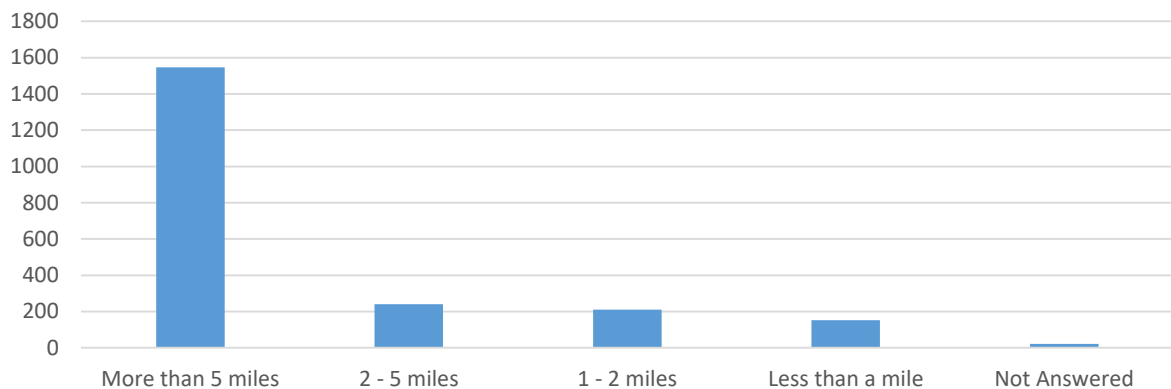
6 APPENDIX A – DETAILED TRAVEL SURVEY RESULTS.

6.1 Student Travel Survey Results.

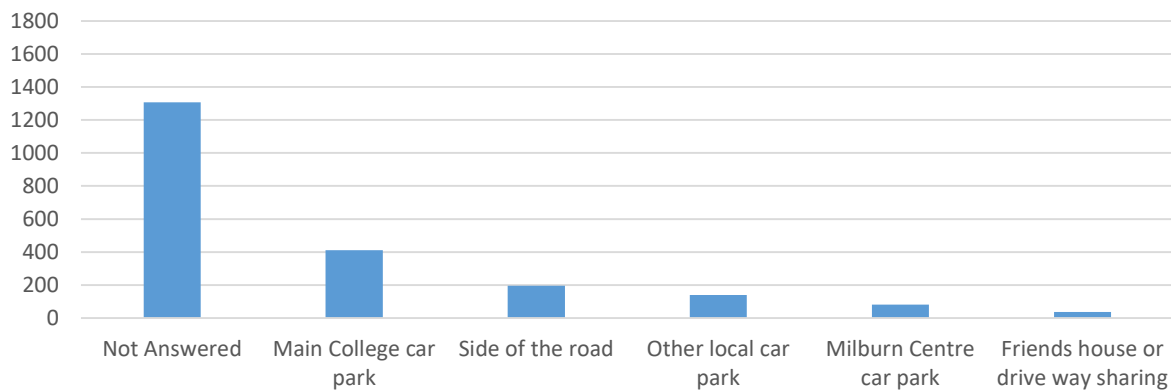
How do you travel to college?



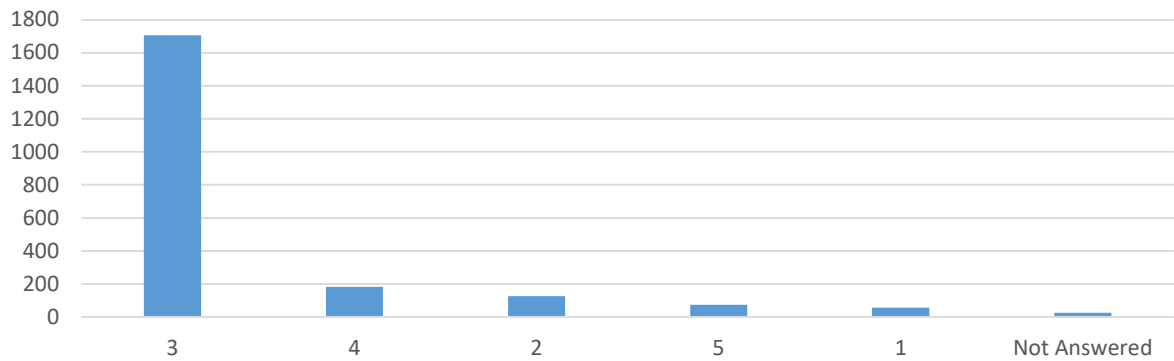
How far from college do you live?



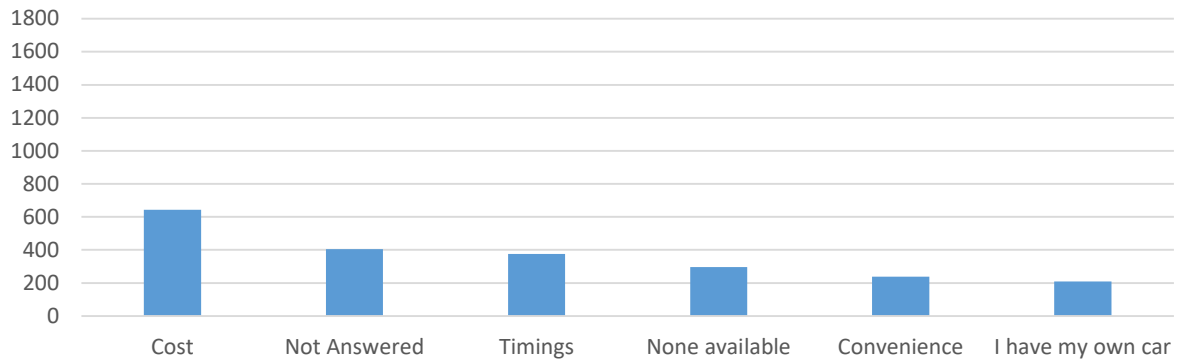
If you come to college by car where do you park it?



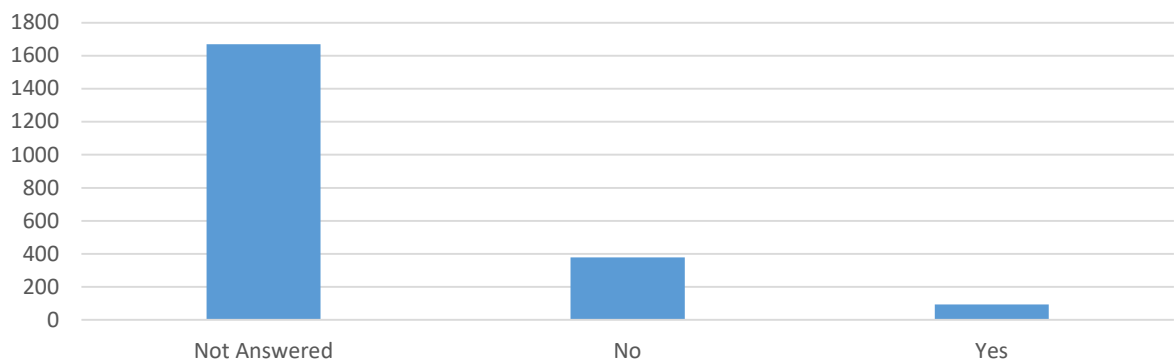
How many days do you attend college?



Biggest factors which deter from using public transport?

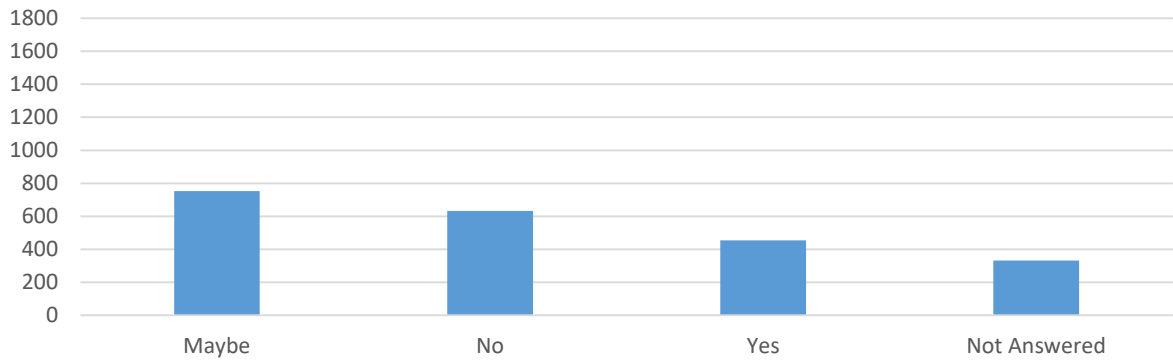


Blue badge holders, always able to park on site?

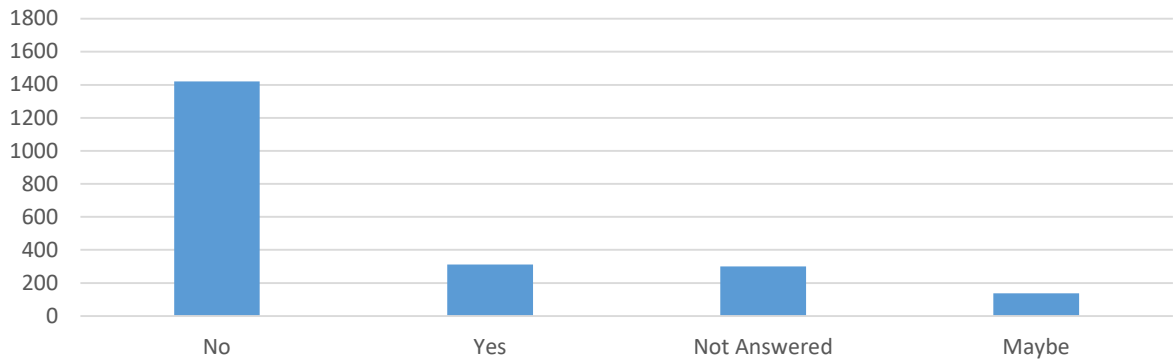


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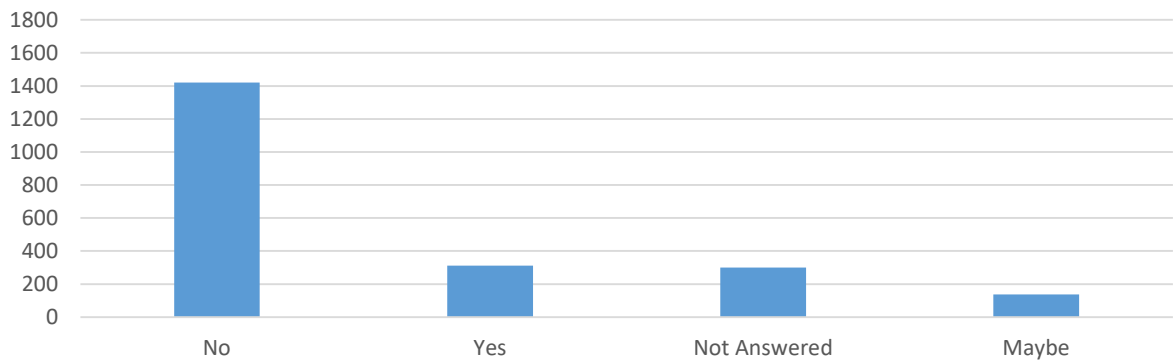
Would you car share if a scheme was made available?

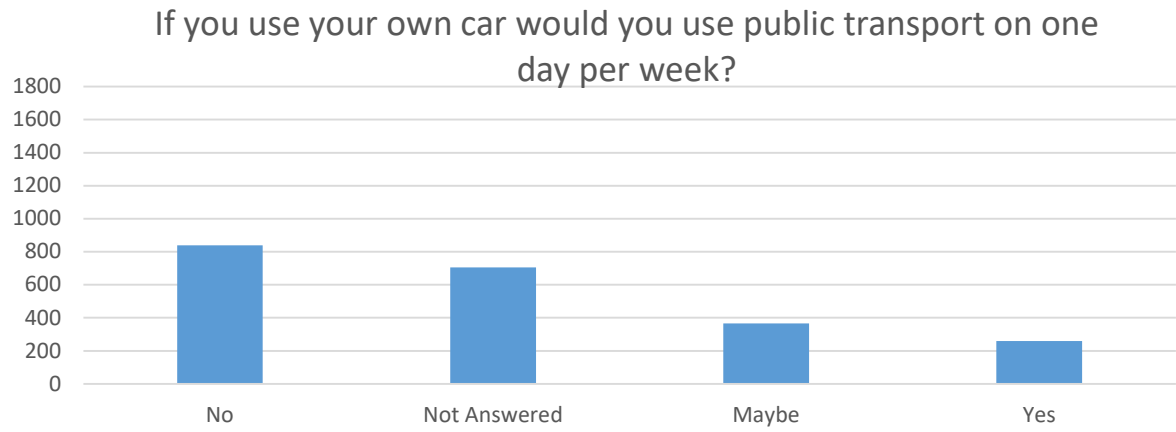


Are you prepared to consider cycling or walking to college?



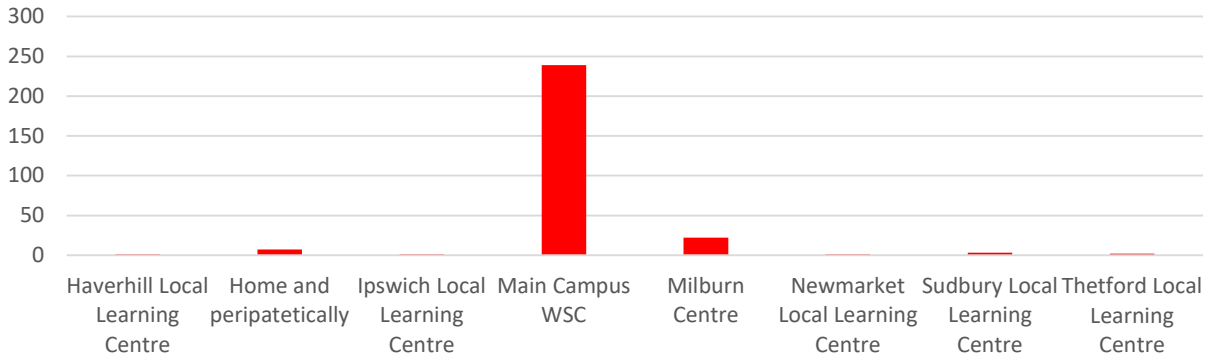
Would you use Park & Ride facility if it were made available?





6.2 Staff Travel Survey Results.

Where is your main place of work?



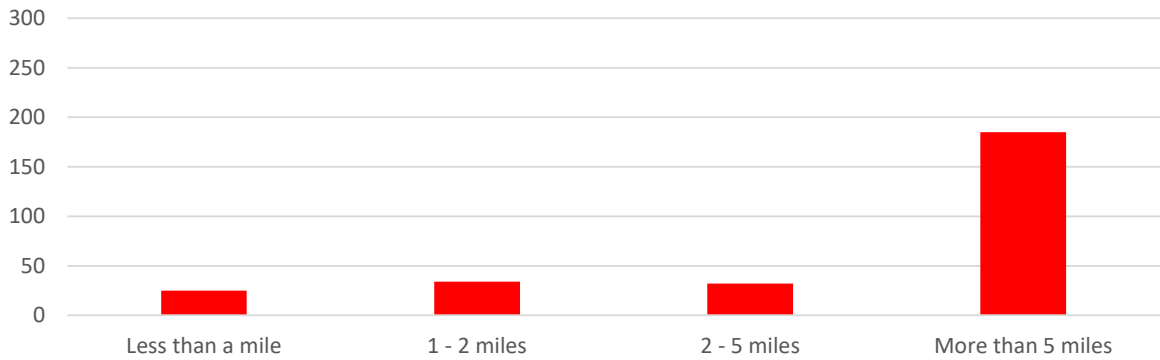
How many days during the week do you attend your main place of work?



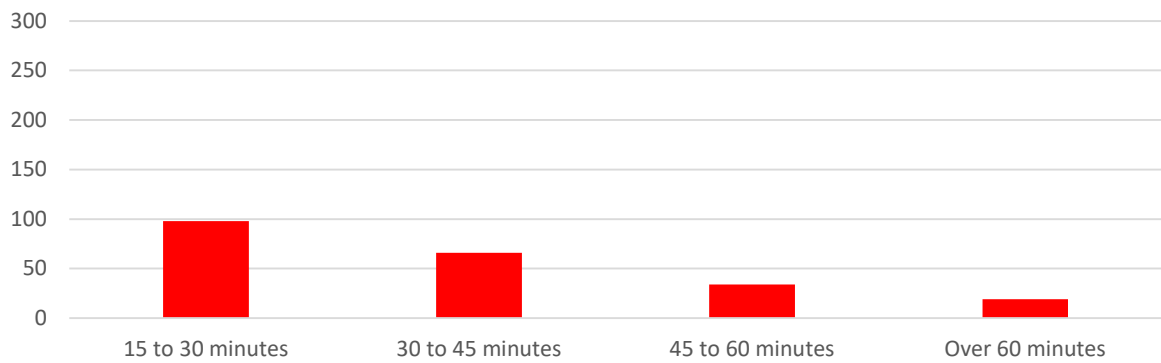
Which of the following best describes your normal hours of work?



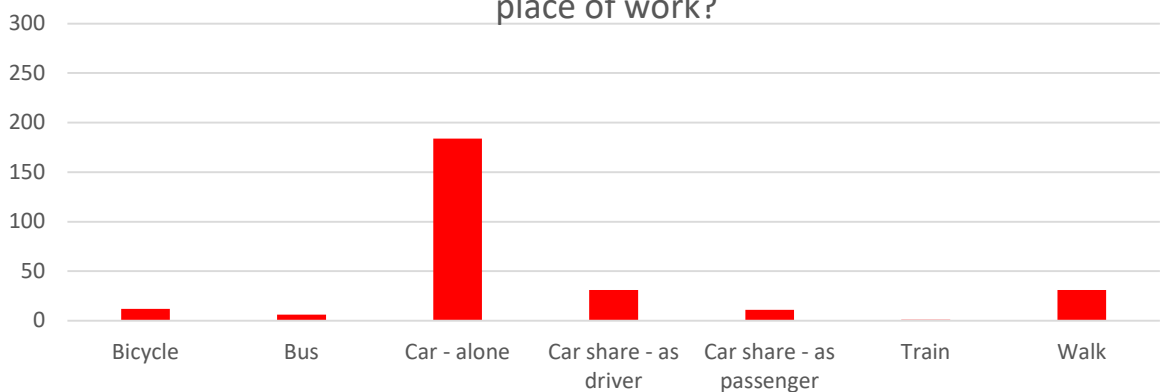
How far do you travel to your place of work?



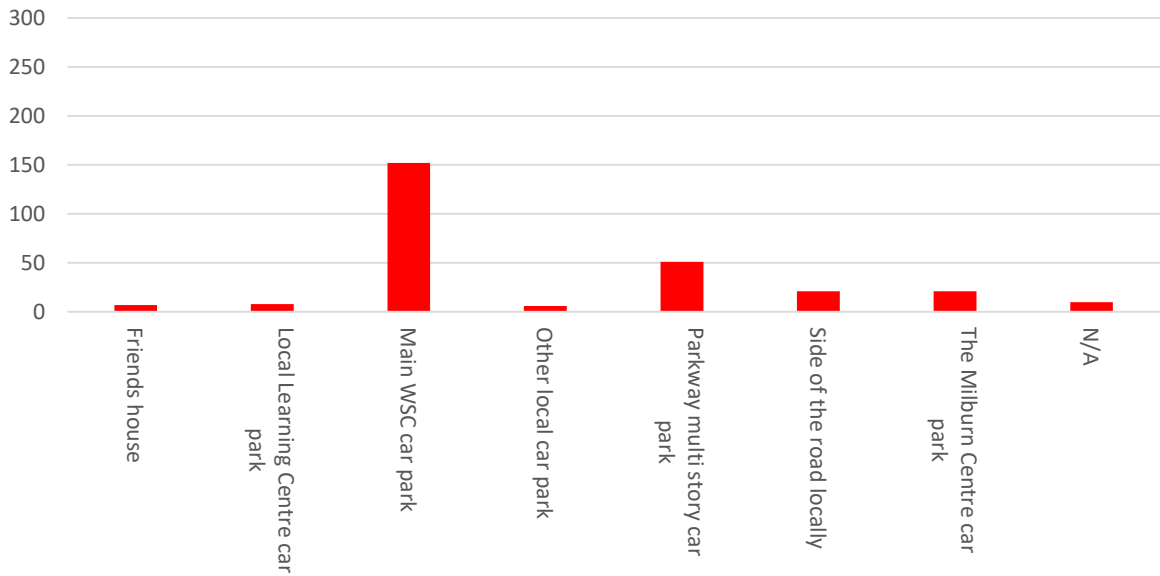
How long does your journey from home usually take?



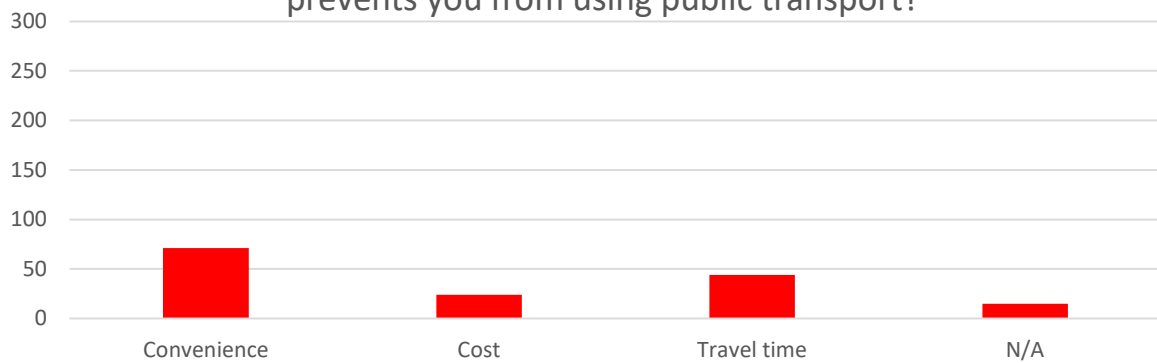
What mode of transport do you normally use to travel to your place of work?



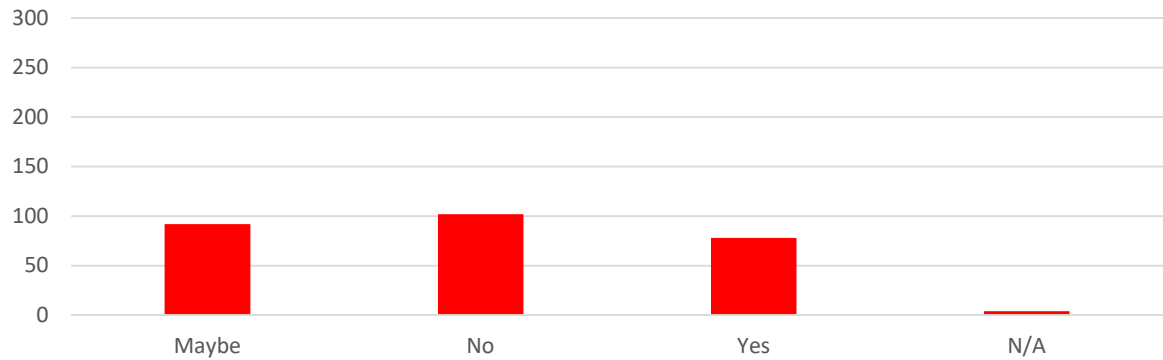
What mode of transport do you normally use to travel to your place of work?



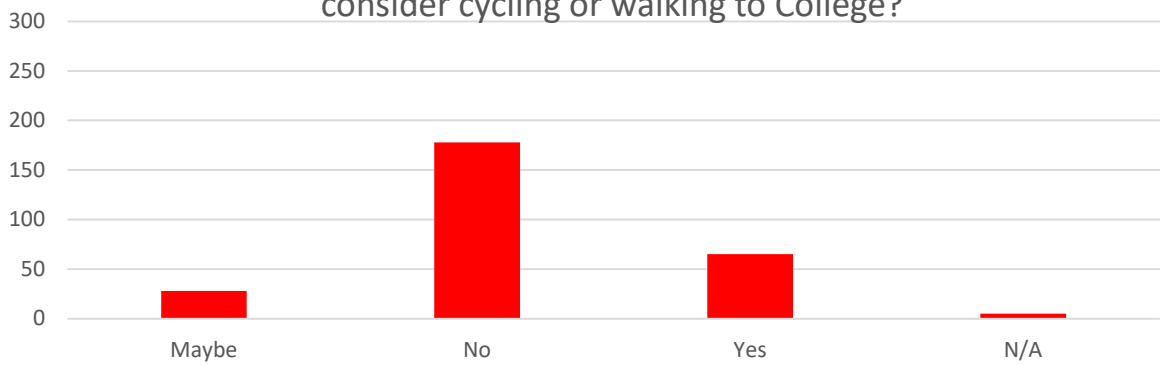
Assuming you're not already, what is the biggest factor which prevents you from using public transport?



Would you car share if a scheme was made available?



Assuming you're not already, would you be prepared to consider cycling or walking to College?



Assuming you're not already, what is the biggest factor which prevents you from using public transport?

