Annex A

Forward

The University of Suffolk Travel Action Plan is the implementation document that underpins the Sustainable Travel Plan 2019 to 2024. It sets out the broader University Objectives and identifies a wide range of initiatives for implementation to encourage the use of sustainable modes of travel.

Its central aim is to reduce the reliance on petrol/diesel based engines and single occupancy car journeys. It is anticipated that through the implementation of these initiatives and through the work of the Transport Working Group; staff and students will benefit from more affordable, better quality transport services, on a campus which is pedestrian and cycle friendly with improved air quality and local road congestion. This Action Plan will be reviewed on an annual basis.

Aim

To continuously improve a modal shift in travel behaviour away from single car occupancy towards, train, bus, cycling and walking commuting choices, whilst additionally reducing scope 3 carbon emissions associated with travel.

Transport Objectives

- Work with Suffolk County Council and local bus and train companies to enhance the availability of, and access to, public transport;

- Reduce absolute greenhouse gas emissions and transition towards decarbonisation;

- Increase travel engagement and generate a healthier, more motivated student and staff body;

- Improve sustainable access for employees, students, visitors, contractors and deliveries;

- Support for and integration with the University Sustainability and Environmental Policy and the Estates Strategy;

Objective Area	Initiative/Activity	Details	Target Completion Date	Status
Increase Travel Engagement	Raising Awareness General	Update signposting to new Travel Plan and through the Transport Working Group develop a Communications and Campaign Strategy for Campus Travel	Jan 2020	Complete
	Refresh	Initiate implementation of Communication and Campaign Strategy for Campus Travel	May 2024	Underway
	Raising Awareness General	Initiate implementation of Communication and Campaign Strategy for Campus Travel	Sept 2020	Initial drive complete
	Establish baseline data with greater accuracy	Refresh postcode data to monitor staff/student locations and identify route and access pressures. To be completed following second semester intake	March 2020	Complete
	Travel Survey	Promote and ensure uptake of annual County Travel Survey as policy requirement. Interrogate results.	March 2020	Ongoing Annually
	Staff cycling promotion	Reinvigorate the Cycle to Work Scheme Consider extending the £1000 CtW limit to enable the inclusion of electric bicycles	April - May 2023	Complete
	Staff cycling promotion	Re-promote availability of Staff Work Pool Bikes loan scheme to include the addition of leisure cycling during lunch breaks	Dec 2023	Underway
	Staff cycling promotion	Source funding for and procure and additional bicycle	July 2023	Complete
	Staff and Students cycling promotion	Produce safe cycling routes for leisure use	April 2024	Underway
	Student Cycling Promotion	Work with Student Union to encourage and secure the procurement of student bikes for fitness and book out	March 2020	Complete
	Travel to Work Week/Day	Promote and encourage through focused campaign and sign up	Annually	Initiated
	Suffolk Lift Share/Liftshare	Promote and encourage a lift-share week with SU	Annually	
Integration with the Sustainability and			April 2020	Complete

Environmental and Estates Strategy	Transport integration into Estates Plan and Strategies	To include new Travel Plan objectives and targets and define infrastructure support requirement, funding and space challenges		
	Cycling and Walking	Look to identify space for and funding of additional showering and potential drying rooms	April 2020	Complete
Work with external Stakeholders to enhance availability of, and access to, public transport	Public Transport Services	Undertake a cost benefit analysis for public transport services in relation to Postcode data sets, public transport parking and conveyance and onsite University Parking	July 2020	Complete
	Public Transport Services	The University to work closely with transport service providers to secure better financial incentives and extended services where appropriate for both bus, train and park and ride facilities	August 2024	Ongoing
		Explore extension of Park and Ride facilities with First Buses/IBC and SCC under Partnership with The Hold	April 2024	Initiated
	Monitoring and Analysis	Increase survey return numbers for County Travel Survey to enhance student and staff participation	Annual	Ongoing
		Liaise with SCC to provide GIS postcode location data for community distribution	Oct 2023	Initiated
Improve sustainable access for employees, students, visitors	Cycling	Provide high quality secure and covered provision for cyclist on campus	Dec 2022	Complete
	Cycling	Extend CCTV coverage to ensure all bike storage area have complete coverage	April 2020	Complete
	Cycling	Provide accessible bicycle repair and maintenance equipment	Dec 2023	Ongoing
	Cycling	Reinvigorate: Through collaboration provide free bicycle health checks clinics, with advice on minor maintenance and repairs and advice on safe cycling. **Identify new provider**	Feb 2023	Initiated
	Cycling	Explore funding for Cycle Confidence Training	April 2024	Initiated

	Cycling	Provision of large bike equipment lockers within all 4 main buildings	Sep 202	Complete
	Cycling	Run bike marking and security event with Ipswich Police	Annually	Complete and Ongoing
	Cycling	Promotion and communicate cycle to work-day annually	August Annually	Complete Ongoing
	Cycling	Promotion and communicate cycle to work week annually	June Annually	Complete Ongoing
	Sustainable Travel	Ensure the availability of cycle maps, bus routes and park and ride information to new starters, update and signpost to Student and Staff through the intranet sustainability pages	September 2023	Complete Annually
	Sustainable Travel	Encourage and provide alternative travel information to campus visitors through direct marketing information and external website for those looking to visit	Jan 2021	Complete
	Car Sharing	Promote and improve engagement with the internal Liftshare board and external Liftshare organisations with SU	July 2021	Complete
	Car Sharing	Explore Liftshare permit bays on North Campus	Sept 2023	Complete
		Identify Funding for bay marking	Dec 2023	Initiated
	Walking	Identify with Wellbeing Working Group and SU means of improving walking to Campus for local resident staff and students	Sep 2020	Complete
	Car Parking	Re-evaluate parking tarrifs, taking into account financial hardship constraints and accessibility issues. Consider means tested parking fees in relation to Staff Grade and Student requirements in conjunction with Ipserve	Sep 2022	Complete
Reduce absolute greenhouse gas emissions and transition towards decarbonisation	Vehicle Use	Install 4 electric car charging bays on North Campus, to be followed by a review to evaluate uptake and potential increase in availability	Sep 2021	Complete

		Working in partnership with SCC progress additional EV charging with solar canopy project	Dec 2024	Underway
	Vehicle Use	Explore EV Lease salary sacrifice scheme	Jan 2022	Complete
	Vehicle Use	Launch EV salary Sacrifice Scheme	August 2022	Complete
	Vehicle Use	Collate and monitor EV charging data	Dec 2023	Initiated
	Vehicle Use	Explore funding for the procurement of an electric campus Van following the installation of the charging bays	Sep 2024	Underway
	Vehicle Use	Explore business case for EV Minibus (x2) for staff and student pick up station/Ipswich campus/Martlesham	Oct 2023	Complete
	Vehicle Use	Cargo Bike trial to establish suitability for transporting goods about site and reducing van usage	April 2022	Complete
	Vehicle Use	Present budget case for procurement of cargo bike following/depending upon outcome of trial	June 2022	N/A
	Business Use Mileage for Bikes	Explore policy review of the Travel Subsistence Expenses Policy to include Cycling	Sept 2023	Complete
	Business Travel Carbon data capture	Investigate a methodology and adopt procedures for identify business travel granulated and collect and log data	Sept 2024	Complete
	Adopt reduction target/s related to business emissions	Identify and set target to reduce per-capita (i.e. per person) emissions from specific business travel modes	April 2025	
	Develop meeting travel protocol	Develop internal guidelines to support the reduction in the requirement to travel and promote alternative networking/meeting solutions	April 2025	
	Offsetting unavoidable business emissions ahead of commercially available zero carbon alternatives	Identify solution and plan to offset remaining unavoidable business travel emissions to achieve net-zero carbon emissions	April 2027	