

# CANTERBURY CHRIST CHURCH UNIVERSITY



<b>Name:</b>	<b>Sustainable Travel Policy</b>		
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## Introduction

The Sustainable Travel Policy has been developed within the context of the Sustainable Travel Strategy. Travel Plans are incorporated within section 17 of the Estate Master Plan and on the University's Sustainability webpages.

### 1. Targets

- Target 1. Raise awareness of the Travel Plan across our staff and student communities
- Target 2. Increase the number of staff and students walking and cycling to work
- Target 3. Decrease the use of private cars for staff and students (excluding Park and Ride)
  
- Target 4. Increase the use of Park and Ride facilities
- Target 5. Undertake an annual survey of staff/students to monitor travel behaviour and capture differences in modes of travel.

Local targets will also be developed at the Medway campus, along with the University's Centre at Tunbridge Wells.

In developing the Travel Plan the University has considered national and local planning policy, best practice guidance and has benchmarked against other universities' travel plans.

## **2. Sustainable travel principles**

The Travel Plan objectives are closely aligned with the institution's sustainable travel principles. These principles are outlined below:

**The University will:**

- i Promote and encourage all forms of sustainable transport to students, staff and visitors to support their attendance at the University.**
- ii Give priority to those students and staff with a need due to disability or health condition or with caring responsibilities, and to staff with essential business requirements<sup>1</sup>.**
- iii Promote 'Active travel' to enhance health and wellbeing.**
- iv Reflect the geographical and local conditions for each campus location through application of the policy.**
- v Support all staff to carry out their roles as effectively, efficiently and sustainably as is reasonably possible.**
- vi Facilitate the move to more sustainable travel through the support of other travel modes (for example, Park and Ride) and realistic charging regimes where applicable.**
- vii Encourage the exploration, promotion, and support of alternative ways of working that enable staff to continue to deliver effective services that support work-life balance and meet the challenges of sustainability and travel planning.**
- viii Work with and operate within the context of local transport arrangements and policies for Kent, Canterbury, Medway and Tunbridge Wells and adapt campus travel policies accordingly.**
- ix Annually review parking, policies and eligibility for parking permits.**

## **3. Alternatives to campus parking**

Staff and students' travel choice is based on many different and overlapping factors, from home and work commitments to cost or lifestyle preferences. The University has a responsibility to develop policies that encourage individuals to reduce dependence on the car to help achieve the University's sustainability objectives and reduce its carbon footprint.

It is recognised that a person's mode of travel often appears to be based on necessity rather than choice. As the university continues to develop and implement the Travel Plans, the University will consult with staff and students to understand the impact of change. Through this engagement the institution will continue to develop alternative travel initiatives to help mitigate any impact of reduced campus parking and facilitate changes to more sustainable travel options.

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<sup>1</sup> The definition for essential business use is travel a minimum of three times per week in order to carry out a specific role.

**i. Cycling and Walking**

The University is supporting staff and students who can cycle and walk to the University by providing facilities at all campuses for secure cycle storage, as well as showers and changing and drying rooms, wherever practicable, for bad weather and travel. By working with the Bicycle User Group (BUG) it is planned to extend storage space and enhance existing facilities in the future.

The University supports staff to purchase new bicycles and will continue to work with the local authorities to review bicycle lanes and review any other schemes that make travel safer and easier.

**ii. Staff Pool Cars**

The University retains a number of pool cars at Canterbury which are provided in partnership with Enterprise Car Club and can be booked through its online portal by staff enrolled on the system. Use is monitored and the number of pool cars may be adjusted from time to time reflecting the needs of the University.

**iii. Park and Ride and shuttle services (Canterbury)**

The University actively promotes the Canterbury City Council Park and Ride scheme, as a cheap and convenient daily parking option for all staff, students and visitors.

The institution also operates a complimentary free shuttle service that runs from 7am to 6.10pm, Monday to Friday, from both Hall Place (A2) and Polo Farm (A257) car parks. Please note, unlike Polo Farm, Hall Place does not offer free parking.

**iv. Train users**

Canterbury has the benefit of the East and West stations, and Medway is within a reasonable distance of Gillingham, Rochester and Chatham stations. The Meadow Road Centre in Tunbridge Wells has accessible links to a station. The University also offers a season ticket purchase scheme. For more information, please contact your HR representative.

**v. Bus schemes**

The University offers discounted bus schemes for staff and students with Arriva (Medway) and Stagecoach (Canterbury)<sup>2</sup>.

Through the Estates and Facilities Administration team, 16-18 year olds can apply for the Kent under 19 travel card and the University will liaise with Kent County Council for ticket delivery.

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<sup>2</sup> <https://www.canterbury.ac.uk/students/transport-and-accommodation/travel-and-parking/publictransportand-discounts.aspx>

## **vi. Car Share scheme**

Staff and students can benefit from a scheme called 'Liftshare' which advertises shared journey opportunities; saving money, cutting congestion and reducing air pollution. This is available at <https://liftshare.com/uk>

### **4. Considering your circumstances and alternatives**

The University is not able to provide a guaranteed car parking space. It is important, therefore, that the University is able to offer sustainable travel alternatives to staff, students and visitors.

In line with the institution's commitment to minimising the environmental impact of travel, the University will continue to explore, promote and support the expansion of existing schemes and develop new, alternative, ways of working.

#### **4.1 Parking Canterbury**

- The Estate Master Plan will bring about many changes at the Canterbury Campus and information will be provided through various means during these works.
- Car parking charges will apply on the Canterbury Campus between 9am and 4pm Monday to Friday.
- During the period 9am–4pm permits must be clearly displayed in the front windscreen of the vehicle.
- At all other times, car parking is available free of charge.
- At all times cars should be parked in designated spaces. Failure to do so, regardless of the time of parking, will result in the issue of a PCN (Penalty Charge Notice).
- A University park and ride scheme has been established at Polo Farm, and operates between 7am and 6.10pm Monday to Friday. Parking is available for up to 100 cars. A free shuttle bus service is available between Polo Farm and Old Sessions House.
- A free shuttle service will run connecting Hall Place – Harbledown, Augustine House, Old Sessions House and the bus station. Standard parking restrictions apply across all University properties in Canterbury.

#### **Medway**

On the Medway Campus there is less pressure for space, but there is still a fixed number of spaces available. There is also a need to ensure a limited number of parking spaces for students.

Parking at the Medway Campus requires a parking permit. For those staff based exclusively at the Medway Campus who request a parking permit, a specific Medway only permit will be issued. The Medway-only permits are not restricted by post code or distance.

Visitor day passes are available for occasional use. There are 12 spaces available for visitor use. These can be booked through the reception desks at Canterbury or directly through Medway reception. Any requests for a greater number of spaces should be directed to the Facilities Manager, Campus Network.

### **Meadow Road Centre – Tunbridge Wells**

The Meadow Road Centre in Tunbridge Wells has limited parking, and the spaces available will be primarily for staff use and subject to permit arrangements. Any student with a need due to disability, health condition or childcare / caring responsibilities may also apply for a permit. The building has excellent facilities nearby including good local public transport links.

For those staff based exclusively at the Salomons Centre, Meadow road who request a parking permit, a specific Salomons Centre-only permit will be issued. The Salomons Centre-only permits are not restricted by post code or distance.

The Estates and Facilities helpdesk, extension 2325 or [facilities-helpdesk@canterbury.ac.uk](mailto:facilities-helpdesk@canterbury.ac.uk) , can offer help and advice on all travel options.

***Please note that having a parking permit does not guarantee a parking space and as car parking numbers fluctuate, it may not be possible to park on site.***

### **5. Drop off/pick up/short stay**

The University recognises that there are particular pressures at certain campus locations in relation to staff dropping off and/or picking up materials and equipment. A limited number of dedicated spaces are allocated for free short stay drop off/pick up for a maximum of 30 minutes.

### **6. Staff parking permit: eligibility criteria**

Staff can apply for a parking permit for University car parks, but a permit does not guarantee that a space will be available at peak times during term time. Refer to **The Sustainable Travel Car parking application procedures**

### **7. Other issues**

#### **7.1 Temporary permits**

Each member of SMT will be issued with a limited number of permits which can be allocated on a temporary basis to staff who may have specific short term parking requirements that are essential to undertake their work. The operating arrangements for these permits are managed locally and each SMT member is responsible for ensuring they are used appropriately and reasons for use recorded.

#### **7.2 Motorcycles**

Motorcycles are exempt from these arrangements but must use the dedicated spaces allocated for motorcycles at each campus location.

### **7.3 In cases of emergency**

In the case of an emergency, the University will provide transport to enable an individual to get back to their vehicle, to access public transport, or another address, as quickly as possible. This may be by taxi or by University vehicle.

## **8. Application process**

A Staff Car Parking Application form will need to be completed annually and signed before submitting to the relevant Head of School or equivalent, and if conditions are met to the SMT member, along with any appropriate evidence in support of the application.

Approved permits will be sent to the member of staff usually within five working days following receipt of the authorised form by the Estates and Facilities Administration team.

### **8.1 Appeals**

If a member of staff wishes to appeal against a decision not to issue a permit, an appeal must be made in writing within a maximum of 28 days from date of notification, with any other evidence and made to the Assistant Director of Estates & Facilities. The appeal will be considered by the appeals panel and a response sent directly to the member of staff.

## **9. Student car parking: eligibility criteria**

Some students can apply for a parking permit for University car parks, but a permit does not guarantee a space will be available at peak times during term time. Refer to **The Sustainable Travel Car parking application procedures**

## **10. Staff and student charges**

Staff and students who live within three miles of the Canterbury campus are not eligible to participate in the car parking permit scheme (Blue Badge holders are exempt from this). All staff who wish to apply for a permit must do so against the agreed criteria in Appendix A. The Head of School or equivalent, must check and confirm the staff member meets the criteria, before sending to the relevant SMT member for final approval.

The annual charge for full-time staff will be based on 0.7% of their annual salary. This equates to £70 per £10,000 salary, e.g. £20,000 = £140. The basis of these charges will be reviewed annually in line with the University's sustainability objectives.

Sessional or casual staff who successfully apply for a permit under one of the eligibility criteria will be required to pay an annual charge, in advance of receiving the permit.

The staff tariff charges are detailed in **The Sustainable Travel Car parking application procedures**

## **10.1 Payment methods**

The arrangements for the payment of parking permit charges are set out below:

- Monthly through direct deductions from salary.\*
- Advance online payment (Sessional and Casual staff only).
- Advance payment for full-time and part-time students

\*It should be noted that from April 2018, the current facility to use a salary sacrifice scheme to pay for parking charges has been removed by Revenue & Customs; therefore all payments will be deducted from net pay.

## **10.2 Maternity, long-term sick leave and extended leave of absence**

Permit fees may be suspended during a period of maternity leave, long-term sick leave or extended leave of absence upon notification by the individual concerned. Full information is available in the Car Parking Application Process and Operational Arrangements. Permits need to be surrendered during this period to the Estates and Facilities Administration team and will be held until return to work. This could also be applied to members of staff who only work for set periods during the year. Once a staff member leaves the University, parking permits need to be returned as part of the leavers' process.

## **11. Visitor parking**

Parking facilities for visitors are limited in Canterbury to the spaces at the Old Sessions House car park. These must be booked as far in advance as possible through the reception teams.

There is no charge for visitor car parking. Visitors must display a visitor parking permit, which will normally be sent in advance of the visit. If this is not possible then a permit must be collected from reception and displayed in the car. In Canterbury, the visitor parking is located at Old Sessions House and the Red car park.

At the Medway Campus, visitor day passes are available for occasional use. There are 12 spaces available for visitor use. These can be booked through the reception desks at Canterbury or directly through Medway reception. Any requests for a greater number of spaces should be directed to the Facilities Manager, Campus Network.

Some minibuses coming onto the sites do not fit in normal bays and as such may be allocated parking in a different location.

## **12. Electric Vehicle Charging Points**

The University recognises the growth of ultra-low emission vehicles and in support of the governments "Road to zero" strategy currently has ten 7kW electric vehicle charging bays, located across the Campus network;

- North Holmes Road (Anselm & Old Sessions House) x 4
- Hall Place x 2
- Medway (Rowan Williams Court) x 2
- Salomons Centre (Meadow Road) x 2

University electric vehicle charging points are solely for the use of Canterbury Christ Church staff, students and visitors. All users of the electric charging points must display a Daily Electric Vehicle Charging Permit at the time of charging, staff and visitor permits are available in advance from <https://cccu.canterbury.ac.uk/estates-and-facilities-services/our-services/transport-and-travel/visitor-day-parking-permit.aspx>. Students wishing to obtain a permit must contact the local reception area upon arrival.

Electric vehicle charging parking bays may only be used by electric vehicles to facilitate charging, they are not provided for general parking. Charging data is reviewed to determine if a vehicle is being charged or just parked.

Use of an external electric vehicle charging bay is limited to 3 hours maximum stay duration.

Charging rates are set at £1.25 for the first 3 hours and £5 per hour thereafter. Charging rates will be reviewed annually in June and any rate changes effective from the 1 August each year.

Users of electric charging points must provide their own charging lead to connect their vehicle to the charging point.

Use of electric vehicle charging bays will be monitored by Security. A Parking Charge Notice will be issued to any non-electric vehicle using the bay, or to any electric vehicle not using the bay for the purposes of charging.

Charging points are owned and operated by Podpoint (<https://pod-point.com>) and users must register with Podpoint to be able to use the charging facility.

The University will monitor the usage of the electric charging bays along with demand, as electric vehicles become more popular. Further charging bays will be consider where there is a proven demand.

### **13. Car park management and control**

All car parking spaces are clearly marked. Blue Badge holders must clearly display both a valid permit and their Blue Badge in the normal way Parking in unauthorised areas or inappropriately in visitor spaces or accessible spaces, for example, will result in a Parking Charge Notice. The University uses the campus security teams to ensure compliance with the parking regulations.

Any car failing to display the appropriate permit will receive a parking notice and will be liable for a fee in line with the tariffs generally applied by Local Authorities. Initially, the parking charge notice will be £70, which will be reduced to £35 if it is paid within 14 days. It will be the responsibility of individual members of staff and students to ensure that they comply with the rules governing parking on our sites.

Students and Staff that breach the parking regulations and persist in parking in Accessible bays may be subject to enhanced fines and removal of their permit.

Abuse towards staff carrying out their duties in managing the University's car parks and the implementation of this policy will not be tolerated. Staff or students who are breach the parking arrangements or are abusive may be subject to disciplinary action.

Car parking use will be audited regularly and will include a comprehensive audit in the autumn of each year in order to review actual use against the permit criteria. The University is committed to retain both the British Parking Association (BPA) accreditation and the Park Mark (Safe car park) accreditation.

#### **14. Contractor parking**

Contractors' vehicles will only be allowed on site in order to load and unload as required by the University. Limited parking will be available through prior consent and only if there is a specific requirement agreed in advance. In all other cases it is expected that contractors will park outside of the University's grounds.

#### **15. Equality Impact Assessment**

As part of our evaluation and review of this policy, an Equality Impact Assessment will be undertaken. The recommendations of the assessment will be considered in the development of the policy. The Equality Impact Assessment report will be published on the University's web pages.

#### **16. Evaluation and review**

A formal evaluation and review of the Sustainable Travel Strategy, Sustainable Travel Policy & Application Procedure will be undertaken on an annual basis by the Assistant Director, Estates & Facilities (Facilities). This will then be taken to the Transport & Sustainable Business Working Group (TSBWG) and ratified at the Sustainability Strategic Management Group (SSMG), which is an executive group of the Senior Management Team.

#### **17. Travel Plan Context and the 2017 University Travel Plan**

##### **Definition and scope of a Travel Plan**

The Department for Transport's (DfT) 'Good Practice Guidelines: Delivering Travel Plans Through the Planning Process' (2009) states that a Travel Plan is "*a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action, and is articulated in a document that is regularly reviewed*".

A Travel Plan is therefore a living document that sets out ways in which an organisation can reduce the number of vehicle trips to their site by promoting more sustainable travel options. A Travel Plan is site-specific and considers the unique needs and interests of employees, students, visitors and deliveries in the context of the local environment and transport network.

A Travel Plan involves the development of agreed targets and outcomes which are linked to an appropriate package of measures aimed at: reducing the need to travel, encouraging more sustainable travel, and reducing single occupancy car use, for all trips to and from the University.

It also provides for continuous monitoring, review, and refinement over time, as travel survey data is collected to determine trends in travel patterns and whether action is required to achieve more sustainable modes of travel to/from the site. The Travel Plan should therefore be frequently updated by the University.

### **National Planning Policy**

National policy has moved towards securing more sustainable outcomes with emphasis on minimising the need to travel, reducing car use and encouraging more sustainable modes of transport. The National Planning Policy Framework (NPPF) was adopted in March 2012.

It is important to note that while the campuses are spread across four different locations in Kent the workforce and student population are spread over a much wider and fairly rural catchment. As such, the NPPF in paragraph 29

*"...recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas."*

### **Local Planning Policy**

The **Local Transport Plan for Kent**, published in April 2011, covers the period 2011-2016 and sets out Kent County Council's overall transport strategy. The document acknowledges the need to maintain good accessibility by car balanced against the requirement to meet the growing demand for travel, by the promotion of attractive and safe sustainable alternatives through travel choice.

The promotion of businesses and school Travel Plans is identified, aimed at reducing the number of single occupancy car journeys to tackle congestion and in delivering the wider benefits associated with the provision of smarter choices. It identifies, encouraging sustainable transport as being an important means of meeting the increased future demand for travel.

The **Canterbury District Strategy** (2014 – 2031) aims to "improve access to services, goods and opportunities, and tackle the negative impacts of traffic, by promoting sustainable modes of

transport, achieving reliable vehicle journey times and supporting sustainable development". This will be achieved by:

- Encouraging sustainable travel as an alternative to a private car;
- Managing the availability of car parking to balance the impact of car use with the need to provide access to services and opportunities;
- Managing the network to achieve reliable journey times;
- Reducing the number and length of journeys undertaken;
- Supporting independence and reducing social exclusion;
- Stabilising, and where possible reducing, the adverse effects of transport on air quality and local communities; and
- Reducing the number of people killed and injured on the roads.

### Travel Planning Best Practice

Further to the policy documents listed above, a number of key guidance documents and best practice examples have been reflected in preparation of this Travel Plan. These include (but were not limited to) the following:

- 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (DfT and DCLG, 2009);
- 'The Essential Guide to Travel Planning' (DfT, 2007);
- 'Making Personal Travel Planning Work: Research Report' (DfT, 2007); • 'The Travel Plan Resources Pack for Employers' (DfT, 2006); and
- 'Smarter choices – Changing the Way We Travel' (DfT, 2004).

Additional benchmarking against other Universities' Travel Plans has been undertaken throughout the production of this document. The University have also referenced how other Universities have implemented parking restrictions and policies to aid development of their own parking policy.

The University adopted its first Travel Plan in 2009 and implemented a series of measures to promote sustainable travel through the implementation of an action plan, which included the introduction of parking charges for permits.

To support the Estate Master Plan the Travel and Sustainability Working Group (TSBWG), part of the Sustainability Strategic Management Group (SSMG), has worked with specialist consultants Urban Flow to update the Travel Plan. This work included consultations with groups including staff, students, car users, cyclists, public transport users and walkers. A comprehensive student and staff travel survey was conducted in 2015 to measure change from 2009 and to establish new baselines. The agreement was provided by the Sustainable Travel T&F group that the TSBWG agree the Canterbury Travel Plan before it was submitted alongside the Prison Quarter planning application (Ref CA/16/02801). The Canterbury Travel Plan and the supporting Transport Assessment for the North Holmes Campus are available here:

<http://planningdocs.canterbury.gov.uk/AnitePublicDocs/00933406.pdf>

<http://planningdocs.canterbury.gov.uk/AnitePublicDocs/00933404.pdf>