

## **University of Cambridge: Building Travel Plan Guidance**

### **1. Introduction**

- 1.1 There is a need to standardise the approach to Travel Planning across the University to ensure that building Travel Plans (TPs) are developed in line with the overall Travel Plan. The targets, measures, monitoring, management and review proposals should be consistent across all Travel Plans to demonstrate that the University has an established approach to Travel Planning and is committed to encouraging sustainable transport.
- 1.2 It is likely that in the future the University of Cambridge will be scrutinised by Cambridgeshire County Council and Cambridge City Council over existing Travel Plans, to ensure that schemes have been implemented. Therefore there is a need to ensure that all initiatives stated in the TPs are implemented by the University either at a building level or by the Travel Plan Manager. This note sets out guidance for how building Travel Plans should be implemented to fit in with the University's overarching Travel Plan.

### **2. Analysis of future staff travel behaviour**

- 1.3 The Travel Plan should use the most recent Travel for Cambridgeshire survey data to determine how staff will travel to the site. This data has been summarised for each site in Appendix 1 and split by department in Appendix 2.
- 1.4 If existing staff are relocating as part of the Travel Plan, then postcodes of existing staff should be mapped to determine the percentage of staff which could shift to cycling, walking, public transport and liftsharing. The following approach should be used:
  - Where journeys are under less than 5 miles they should be assigned to active travel (cycling and walking);
  - Journeys over 5 miles should be analysed to determine whether public transport could be used to get to work for normal office hours;
  - Those trips which are inaccessible by public transport should be analysed to determine if there are existing staff registered on Liftshare to allow car sharing to take place;
  - Those trips where there are no existing Liftshare matches, it should be looked at whether the existing staff could Liftshare together;
  - Those trips which are not applicable to any of the above are then classed as those requiring a single occupancy car parking space;
  - Consideration should also be given to staff who will trip chain or have other barriers preventing them to use each sustainable transport mode.
- 1.5 Existing travel survey data should not be used if the number of respondents is less than 20 as this is unreliable data. If this is the case or there is no available data for the specific department as they did not take part in the 2014 travel survey, then University wide data should be used. Alternatively, a survey could be carried out asking staff how they will travel to the new site. The Travel Plan should specify how they expect staff to travel to the site and provide maps showing the home postcodes.
- 1.6 If new staff members will be occupying the building, then assumptions should be made about the general trip characteristics of the new staff, based on those existing trip characteristics of similar buildings.
- 1.7 Additionally, staff car parking allocations should also be analysed to determine what proportion of staff which drive to work could travel by sustainable modes.
- 1.8 Currently there is no information about travel at work between sites and travel for work or student travel around the University. A survey is being carried out with staff and students in the next 6 months which will provide additional information about travel at work and for work. This will be added to the guidance in the future.

### **3. Setting of targets**

- 1.9 Each Travel Plan should reference the University wide Travel Plan target of no more than 25% single occupancy car trips commuting trips to the site as the main mode. On central sites, this target has already been achieved and therefore more challenging targets have been set for these

sites, as shown in the table below. For example 12.9% of staff travel as the main mode to the New Museums site by car on their own and therefore a target to reduce this to 10% has been set.

Location	Current modal split: % Single occupancy car drivers	Target for single occupancy car trips
Madingley Rise	59.9	<25%
West Cambridge	30.5	<25%
The Old Schools	26.2	<25%
Cambridge Biomedical Campus	25.8	<25%
Silver Street/Mill Lane site	18.8	<15%
University Library	16.8	<15%
Trumpington Street	16.4	<15%
Quayside	14.9	<12%
Sigdwick site	13.9	<12%
New Museums	12.9	<10%
Lensfield Road	11.9	<10%
Downing	11.5	<10%
Old Addenbrooke's	10.0	<10%
Mathematical Sciences, Wilberforce Road	6.9	<25%
Botanic Garden	25.4	<25%
Laundry Farm	78.0	<25%

\* The last 3 sites had a low sample size of responses to the 2014 Travel Survey and therefore the current modal split is unknown and therefore the 25% target should be used.

- 1.10 The target set should be follow the SMART principles and have a time related element, which should be around 5 years to provide sufficient time to achieve the target. The TP should not set targets for other modes as there is no University wide Travel Plan target in place for cycling, walking, car sharing and bus use currently.

#### 4. Management

- 1.11 Prior to the Travel Plan being sent for approval a specific person is nominated for the role of Travel Plan Coordinator (TPC) and where possible, this should be included as part of their job description. A small payment of £20 per month should be allocated for the TPC as a reward for carrying out the role. The TPC would be responsible for the following:

- To be the first point of contact for questions from staff, students, visitors and contractors about travel;
- To raise awareness of sustainable transport modes to all users, working closely with the University's Travel Plan Manager;
- To promote the annual travel survey to staff, which is carried out to monitor the progress of the Travel Plan towards its targets;
- To distribute key information resources to all user groups, such as cycle maps, walking maps, bus timetables and car club information;
- To organise the Travel Plan steering group meetings to discuss key issues, which will be led by the senior staff from the Department (only for buildings with more than 100 staff).
- To collate an annual report of all Travel Plan promotional work carried out to be given to the Travel Plan Manager.

- 1.12 The Travel Plan Manager for the University will be responsible for the following roles which would impact at a building level:

- To attend building Travel Plan steering group meetings;
- To provide support to the Travel Plan Coordinator for answering questions about travel;
- To have responsibility for raising awareness and uptake of sustainable transport University wide and provide updates for the Travel Plan Coordinator to promote this to building staff;
- To implement and promote schemes which aim to reduce the use of the private car for commuting and business miles and encourage the uptake of sustainable transport modes.

- To develop travel related publicity and resources, which can be used by the Travel Plan Coordinator to give out to staff.
- To ensure monitoring of the Travel Plan is carried out across the University to establish modal split and barriers to sustainable transport;
- To monitor the progress of the University wide Travel Plan and building Travel Plans towards its targets and to take action where appropriate to ensure the targets are met;
- To liaise with senior management to secure support and funding for the plan;
- To work with other staff in Estate Management to improve cycle storage and other cycle facilities if required.
- To brief and manage transport consultants in preparing building Travel Plans.

1.13 For buildings of more than 100 staff, Travel Plan Steering Group meetings should be held every 3-6 months for each new building development and should include staff and student representatives which have a key interest in the Travel Plan. These should continue for the first year of the new development being operational to ensure that any travel concerns are rectified. Past this date, this should be reported through site committee meetings or site specific Travel Plan meetings. The meetings should discuss the following:

- Any local transport issues affecting the site;
- An update from the Travel Plan Manager about schemes in place at the University;
- Any results of monitoring;
- Upcoming consultations (such as City Deal consultations from CCC).

1.14 For buildings of less than 100 staff, this is not a formal requirement, however the TPC should represent the building at University-wide Travel Plan meetings.

## **5. Measures**

### **Welcome Packs**

1.15 All building Travel Plans should specify that welcome packs will be given to all staff moving into the building. The following information is available which should be included:

- Travelling to the University introductory leaflet, providing details of the Travel Plan Manager and Travel Plan Coordinator (to be developed in April 2015);
- Bus timetables and fare information;
- Local bike shop contact details;
- Information on how to reduce bike theft;
- Central Cambridgeshire cycle map; showing cycle paths, quiet roads suitable for cycling will be provided;
- Camshare/Liftshare promotional leaflet;
- Smarter Driving - information on how to reduce fuel use and carbon emissions from driving;
- Train service information and information on using your bike on the train;
- Cycle to Work Salary Sacrifice scheme;
- Cambens Cars salary sacrifice promotional leaflet;
- Free bus ticket to encourage the use of the bus for journeys at work;
- Zipcar promotional leaflet (if there is a Zipcar nearby).
- Information on the Universities app which provides the University map for walking routes.

1.16 The information resources above should be presented in a folder to make distribution to staff easy to carry out and to encourage staff to review the information. This would be developed centrally by Estate Management in 2015. The TPC would be responsible for preparing these packs and distributing them to staff.

### **Visitor Information**

1.17 A visitors information leaflet for how to travel to the University will be developed by Estate Management in 2015/16. The TPC would be responsible for ensuring that this information is sent to visitors to the building, by email or via a web link from a departmental website.

### **Website information**

1.18 The leaflets specified in section 3.14 should also be available online. Additionally the following information should be made available online through a link from the department website:

- Cambridgeshire County Council - Cycle routes around Cambridgeshire;
- British Cycling led cycle rides;
- Outspoken Adult Cycle Training;
- Stride - Walks around the University;

1.19 The TPC would be responsible for updating this information on the website.

### **Emails**

1.20 All University TPs should state that staff will be made aware of the Travel Plan through the Estate Management Greenlines sustainability newsletter and through the Environment and Energy Facebook and Twitter feeds. This will include publicity of national events. The TPC should circulate the Greenlines newsletter to staff. This would be circulated by the Environment and Energy Coordinator for the building if there is one in post.

### **Noticeboard**

1.21 A noticeboard in the new building should be dedicated for Travel Plan updates. The TPC should be responsible for updating the building Travel Plan noticeboard, including the most recent copy of Greenlines.

### **Launch event**

1.22 TPC should work with the TPM to organise a suitable date to launch the Travel Plan, which should happen when the new building is fully occupied, providing a unique opportunity to encourage staff to change their travel behaviour. The event should provide information about sustainable travel options and provide one interactive component to encourage staff to attend, such as an eco-driving simulator, cycling challenge or maintenance workshops. Staff from Estate Management will attend this event and the Travel Plan Manager is responsible for organising the interactive component, however the event is organised by the Travel Plan Coordinator.

### **Promotional events**

1.23 The department should host some sustainable travel events throughout the year, such as cycle to work competitions, Liftshare sign up events and electric bike demonstrations. The TPM will implement these initiatives and the TPC will be responsible for securing space in the building and raising awareness. The Travel Plan should specify that sustainable travel events will be organised by the University, some of which will occur in the new building.

### **Guaranteed Lift Home Service for car sharing**

1.24 Currently this service is not on offer for car sharers and therefore should not be offered in the Travel Plan. This will be looked at when the University-wide Travel Plan is updated.

### **Cycle Training**

1.25 Cambridgeshire County Council does not offer this service for free for adults. The service is run by Outspoken at a cost of £60 for a 3 hour course. Discounted or subsidised cycle training is currently not available University wide as part of the Travel Plan. If this is specified in the Travel Plan then funding must be identified separately prior to the Travel Plan being submitted.

### **Bicycle Repair Kit on site**

1.26 The Travel Plan should include funding for a bicycle repair kit to available for staff, for example, at reception. The TPC should be responsible for keeping this well stocked.

### **Bike Doctor**

1.27 The Travel Plan should state that a bike doctor will visit the site regularly to provide a service for staff. The number of sessions provided will vary depending upon the number of staff in the building. Further information is in section 7.

### **Bicycle Security Marking**

1.28 The Police do not offer any Bike Security Marking events in Cambridge. The TPC should provide information on the Bike Register scheme and encourage staff members to secure their bikes against bike theft. The Travel Plan should specify that bike marking events will be carried out, which would be organised by the TPM.

### **Interest free bike loan**

- 1.29 The Travel Plan should reference the Universities bike loan scheme and specify that the TPC will promote the interest free bike loan scheme to staff.

### **Car Clubs, Electric Vehicles and Fleet Review**

- 1.30 Zipcar currently have 19 car club vehicles located around Cambridge. As part of the Travel Plan, the department should be encouraged to join Zipcar for assistance with travel at work. This is free as the University has a corporate membership. As part of this, staff can also have a personal account for use outside of work at a cost of £30 per year. The TPC should be responsible for raising awareness of this by distribution promotional literature developed by the TPM. The Travel Plan should state where the nearest Zipcars are. If there is not one located nearby then the Travel Plan should specify that provision of a car club bay in a nearby University Car Park will be looked at. The Travel Plan Manager would be responsible for developing these proposals.

- 1.31 If it is an existing site which is relocating, the Travel Plan should include an analysis of the University's vehicles owned by the department, to look if there are potential savings in carbon emissions, by reducing their fleet, using car clubs and by using Electric Vehicles and installing charging points.

### **Public Transport**

- 1.32 The Travel Plan should make reference to the subsidised Uni4 service for sites based on the route and should refer to the Public Transport Study being carried out which is aiming to improve the service and connect it up with the train station. The review is being completed over the next 3-6 months with the service being changed by May 2016.

- 1.33 The Travel Plan should reference that the University does provide interest free loans for public transport, however this is not through salary sacrifice. The TPC will be responsible for promoting this.

- 1.34 The Travel Plan should note that the 10% discount off Abellio season tickets and Govia Thameslink is in place for University staff.

### **Cycle Parking**

- 1.35 The Cambridge City Council and Cambridgeshire County Council cycle parking standards should be followed, along with any local standards, such as from the North West Cambridge Area Action Plan. If existing staff are moving into the building this can be validated against the existing cycle parking requirements and the Travel for Cambridgeshire modal split. A reduction from this should be discussed with the Travel Plan Manager.

### **Showers, drying rooms and changing rooms**

- 1.36 BREEAM requires 1 shower for every 10 cyclists up to a maximum of 8 showers. Both male and female users must be catered for i.e. either separate showers within shared gender-specific facilities (required provision split 50-50) or single shower cubicles and changing space for mixed use<sup>1</sup>. The Travel Plan should follow this level and should also look at provision of drying rooms and changing rooms. These should be available for pedestrians and lunch time runners as well as cyclists.

### **Delivery and Service Plan (DSP)**

- 1.37 The Travel Plan should provide information about how the building will be serviced to reduce the number of vehicles entering the site in the peak hours, to reduce the risk of collision with cyclists and pedestrians. Further information is available online<sup>2</sup>.

### **Car Parking**

- 1.38 The Travel Plan should specify where the car parking spaces are located and the number. The Travel Plan should state the current staff permit allocation criteria and how the permits are allocated by the department. The Travel Plan should state how student use of cars is controlled and where Disabled parking spaces will be located.

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<sup>1</sup> [http://www.breeam.org/BREEAM2011SchemeDocument/Content/07\\_Transport/tra03.htm](http://www.breeam.org/BREEAM2011SchemeDocument/Content/07_Transport/tra03.htm)

<sup>2</sup> <http://www.tfl.gov.uk/cdn/static/cms/documents/Delivery-and-Servicing-Plans.pdf>

1.39 The Travel Plan should not include reference to car sharing spaces, this will be considered as part of the University-wide Travel Plan.

## **6. Monitoring and Review**

1.40 At a building level, the Travel Plan will be reviewed through the Travel for Cambridgeshire survey which is carried out every October. The results are split by department and therefore can be used to determine the modal split from the building. If the targets are not being met, then other initiatives will be developed to overcome barriers to sustainable transport modes.

1.41 Additionally, the TPC will be required to collate an annual report of all Travel Plan promotional work carried out to be given to the Travel Plan Manager and this will be included in an annual report showcasing the University's sustainable transport programme.

## **7. Process for Approval for Travel Plans needed for planning permission**

1.42 The following process should be followed when developing building Travel Plans which are required for planning permission:

1. University building Travel Plan Guidance is shared with the consultant who is preparing the Travel Plan.
2. The consultant engages with the new site occupiers to agree the TPC role and responsibilities, as well as the measures to be taken forward. A specific member of staff should be confirmed at this stage or it should be agreed that a new member of staff will be appointed.
3. The consultant should specify the level of funding required for 5 years to implement the Travel Plan, so this can be secured through the planning process.
4. The draft Travel Plan should be sent to the Travel Plan Manager for review.

## **8. Travel Plan Funding**

1.43 For Travel Plans required as part of planning permission, the consultant should calculate the costs of implementing the Travel Plan for 5 years after the building opens. After this time, the Travel Planning for the building will be delivered as part of the University-wide Travel Plan implementation.

1.44 Appendix 3 specifies the cost per member of staff for implementing the Travel Plan and specifies which are first year costs only and which are recurrent costs which should be calculated annually for 5 years.

1.45 An Excel spreadsheet can be distributed with this guidance on request.

**Appendix 1: Travel for Cambridgeshire survey data summarised by site**

Location	Number of respondents	Cycle	Walk	Public Bus	Drive on your own	Company Staff bus	Car share (either as a driver or a passenger)	Motorbike	Train	Worked at home	Worked at another workplace	Details
<b>All sites</b>	<b>1959</b>	<b>41.91</b>	<b>10.18</b>	<b>8.08</b>	<b>24.29</b>	<b>0.01</b>	<b>7.67</b>	<b>0.83</b>	<b>5.77</b>	<b>0.9</b>	<b>0.39</b>	
Madingley Rise	44	17.8	0.5	3.5	59.9	0.0	12.9	0.0	2.0	2.0	1.5	
West Cambridge	157	45.4	4.3	9.3	30.5	0.0	6.8	0.3	1.7	1.1	0.5	
The Old Schools	31	39.7	5.7	14.2	26.2	0.0	7.8	0.0	6.4	0.0	0.0	
CBC	296	42.3	8.1	7.7	25.8	1.3	9.4	2.0	11.5	2.3	1.7	
Silver Street/Mill Lane site	203	38.8	13.5	9.7	18.8	0.0	8.0	1.3	9.3	0.3	0.2	
University Library	84	36.3	11.1	13.8	16.8	0.0	14.4	0.0	7.1	0.5	0.0	
Trumpington Street	65	28.6	20.1	17.3	16.4	0.0	7.1	0.0	9.8	0.8	0.0	
Quayside	41	32.3	10.3	11.3	14.9	0.0	24.1	0.0	6.7	0.5	0.0	
Sigdwick site	45	62.0	16.4	1.4	13.9	0.0	1.4	0.0	4.3	0.6	0.0	
New Museums	186	44.6	16.0	11.3	12.9	0.0	6.4	1.3	6.2	1.2	0.1	
Lensfield Road	141	45.0	15.5	11.7	11.9	0.0	1.2	0.0	14.4	0.3	0.1	
Downing	152	40.9	20.7	8.9	11.5	0.0	7.4	1.1	8.3	1.3	0.1	
Old Addenbrooke's	69	49.2	11.8	10.2	10.0	0.0	16.1	0.0	2.5	0.1	0.0	
Mathematical Sciences, Wilberforce Road	15	68.1	23.6	0.0	6.9	0.0	0.0	0.0	1.4	0.0	0.0	Sample size too low to be representative
Botanic Garden	14	40.7	3.4	11.9	25.4	0.0	11.9	0.0	6.8	0.0	0.0	
Laundry Farm	11	10.0	0.0	2.0	78.0	0.0	0.0	10.0	0.0	0.0	0.0	
<b>Total</b>	<b>1554</b>											

**Appendix 2: Travel for Cambridgeshire survey data summarised by department**

Building	Location	Number of respondents	Cycle	Walk	Public Bus	Dive on your own	Company Staff bus	Car share (either as a driver or a passenger)	Motorbike	Train	Worked at home	Worked at another workplace
Botanic Garden	Botanic Garden	14	40.68	3.39	11.86	25.42	0	11.86	0	6.78	0	0
National Blood Service Centre	CBC	12	28.81	0	0	37.29	0	5.08	0	25.42	3.39	0
IMS - ATS	CBC	54	40.94	5.51	9.84	34.25	0	3.15	0.39	4.33	0.79	0.79
Li Ka Shing Centre (Cancer Research UK)	CBC	61	51.54	19.23	19.23	27.69	10.77	17.69	11.54	16.15	11.54	11.54
Addenbrooke's embedded accommodation	CBC	5	50	0	0	8.33	0	20.83	0	20.83	0	0
Clinical School	CBC	36	35.15	1.82	6.06	35.15	0	5.45	3.03	11.52	1.82	0
Rosie Maternity Hospital/Centre for Clinical Investigation	CBC	25	29.82	17.54	10.53	25.44	0	13.16	0	3.51	0	0
Welcome Trust/MRC Building	CBC	86	49.04	8.85	7.89	22.01	0	5.02	0.96	4.31	0.48	1.44
Anatomy/Vet Anatomy	CBC	17	52.94	11.76	8.24	16.47	0	4.71	0	5.88	0	0
Trumpington Street	Trumpington Street	47	35.94	11.98	13.36	22.12	0	3.69	0	12.44	0.46	0
Fitzwilliam House	Trumpington Street	18	21.18	28.24	21.18	10.59	0	10.59	0	7.06	1.18	0
Pathology/Microbiology	Downing	29	38.57	11.43	12.14	19.29	0	9.29	0	9.29	0	0
West/Botany Buildings	Downing	53	41.76	13.79	4.21	12.26	0	10.34	0	15.33	1.92	0.38
Psychology	Downing	20	37.89	32.63	5.26	12.63	0	4.21	0	7.37	0	0
Craik Marshall/Physiology	Downing	15	58.11	18.92	6.76	0	0	13.51	2.7	0	0	0
Genetics/Mineralogy	Downing	15	52.11	1.41	11.27	19.72	0	1.41	0	12.68	1.41	0
Sedgwick Building	Downing	9	50	25	0	12.5	0	7.5	5	0	0	0
McDonald Institute	Downing	11	7.55	41.51	22.64	3.77	0	5.66	0	13.21	5.66	0
Laundry Farm	Laundry Farm	11	10	0	2	78	0	0	10	0	0	0
Scott Polar research Institute	Lensfield Road	12	33.96	13.21	15.09	11.32	0	0	0	26.42	0	0
Department of Chemistry	Lensfield Road	129	56.04	17.71	8.21	12.4	0	2.42	0	2.42	0.64	0.16
Centre for Mathematical Sciences	Mathematical Sciences, Wilberforce Road	15	68.06	23.61	0	6.94	0	0	0	1.39	0	0
Zoology	New Museums	54	62.89	8.59	5.86	12.11	0	5.47	0.39	3.52	1.17	0
Arts School/Shell Buildings	New Museums	21	39.42	5.77	19.23	16.35	0	13.46	4.81	0.96	0	0



Old Physical Chemistry	New Museums	11	52.83	16.98	11.32	0	0	0	0	18.87	0	0
Old Cavendish	New Museums	9	25	45	12.5	5	0	0	0	7.5	5	0
Chemical Engineering and Biotechnology (Magnetic Resonance Research Centre)	New Museums	91	42.89	3.84	7.67	30.93	0	12.87	1.13	0.23	0	0.45
Judge Institute	Old Addenbrooke's	5	50	16.67	12.5	0	0	20.83	0	0	0	0
Pharmacology/Kellett Lodge	Old Addenbrooke's	9	39.47	7.89	15.79	13.16	0	23.68	0	0	0	0
Gurdon Institute	Old Addenbrooke's	55	58.11	10.94	2.26	16.98	0	3.77	0	7.55	0.38	0
Quayside	Quayside	41	32.31	10.26	11.28	14.87	0	24.1	0	6.67	0.51	0
Raised faculty building/oriental studies/criminology/classics	Sigdwick site	37	53.98	15.34	2.84	15.34	0	2.84	0	8.52	1.14	0
Austin Robinson Building	Sigdwick site	8	70	17.5	0	12.5	0	0	0	0	0	0
The Pitt Building	Silver Street/Mill Lane site	9	26.23	47.54	6.56	11.48	0	6.56	0	1.64	0	0
University Centre	Silver Street/Mill Lane site	8	33.96	13.21	15.09	11.32	0	0	0	26.42	0	0
Estate Management (Kemare House/BGB)	Silver Street/Mill Lane site	52	28.92	2.01	8.03	37.75	0	8.43	6.43	6.83	0.4	1.2
Mill Lane	Silver Street/Mill Lane site	47	33.95	18.14	9.77	20.47	0	12.09	2.33	2.79	0.47	0
4 Mill Lane	Silver Street/Mill Lane site	25	35.94	11.98	13.36	22.12	0	3.69	0	12.44	0.46	0
16 Mill Lane	Silver Street/Mill Lane site	56	27.2	1.6	15.2	28.4	0	11.2	0	15.2	0.8	0.4
Stuart House	Silver Street/Mill Lane site	6	85.71	0	0	0	0	14.29	0	0	0	0
The Old Schools	The Old Schools	31	39.72	5.67	14.18	26.24	0	7.8	0	6.38	0	0
University Library	University Library	84	36.31	11.11	13.82	16.8	0	14.36	0	7.05	0.54	0
Biotechnology	West Cambridge	8	13.89	0	22.22	50	0	13.89	0	0	0	0
Vet School	West Cambridge	55	34.16	7.41	2.06	46.09	0	8.23	0	0.41	0.41	1.23
William Gates Building	West Cambridge	77	56.57	9.92	5.9	13.14	0	3.75	1.07	6.43	2.41	0.8
Institute for Manufacturing/Material Science and Metallurgy	West Cambridge	17	77.14	0	7.14	12.86	0	1.43	0	0	1.43	0
Greenwich House	West Cambridge	44	17.82	0.5	3.47	59.9	0	12.87	0	1.98	1.98	1.49

**Appendix 3: Proposed funding chart for Building Travel Plans required by planning permission**

	Cost for small new building (<20<50 employees)	Cost for medium new building (>50<150 employees)	Cost for large new building (>150 employees)	Notes	First year cost or annual cost?
<b>Staffing</b>					
Appointment of a Travel Plan Coordinator	0	0	0	Included in existing staffing costs	N/A
Travel Plan Working Group	0	0	0	Included in existing staffing costs	N/A
<b>Marketing and Promotion</b>					
Welcome Packs/enrolment induction package	£10 per staff member				First year cost
Travel Plan Launch event	300	600	1000	Varying size depending upon number of staff	First year cost
Promotional event	1000	1500	2000	Varying size depending upon number of staff. Various including Liftshare, electric bike or cycle roadshow	Annual cost
Publicity of sustainable travel through promotional material, including web based	£5 per staff member budgeted per year for printing costs			Resources developed by external agencies or by Travel Plan Manager	Annual cost
Staff emails to staff to raise awareness	0	0	0		N/A
A leaflet for visitors to encourage them to travel sustainably.	50p per visitor if printed. Free if web based only.			Assume generally emailed to staff rather than printed copies.	First year cost
Noticeboard	0	0	0	Included in building costs	N/A
<b>Car sharing</b>					
Liftshare sign up events	0	750	750	1 per year on the site	Annual cost
<b>Cycling</b>					
Bicycle Repair Kit on site	100	250	500		Annual cost
Bike Doctor visits the site regularly	250	500	750	Once per year for small site, twice for medium and 3 for large site. On site for 2-4 hours.	Annual cost
Electric Bike Demo	0	0	0	Carried out centrally and funded centrally. May potentially be free from a bike shop	N/A
Bicycle security marking	100	250	500	Police do not offer service	Annual cost
Establishment of a Bicycle User Group	100	100	100	Refreshments	Annual cost
<b>Electric Vehicles</b>					
installation of charging points to be used by the University vehicle fleet	15000	15000	15000	1 charging point	First year cost
<b>Car Clubs</b>					

Department get corporate account	0	0	0	Paid for by University	N/A
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