

Appendix 12.C

8.8.05

TRAVEL PLAN - STEERING GROUP

ACTION PLAN - FINAL TP

	<b>Members</b>

MEASURES

TP ref.		WHO	BY WHEN	COMMENTS
<b>6.1</b>	<b>PEDESTRIANS</b>			
1	Produce information describing safe pedestrian routes to common destinations within reasonable walking distance from ... as part of the Transport Information Area (TIA)/ Travel Guide	Mktg	Sep-05	Paper and electronic - internet/intranet. Plasma screen in front entrance for information. Travel Guide being produced for
2	Continue to raise awareness of health/social /financial benefits associated with walking and jogging and promote as part of HR/H&S	HR/H&S	Now	Already addressing health - identify prog. Social and financial to be a
3	Ensure footpaths on the ..... site are direct, well lit and well maintained with convenient, safe, crossing points	TPC	Sep-05	
4	Liaise with ..... Council to ensure there is clear signposting and safe routes to and from public transport connections, shared regularly from ... (e.g. .... Town Centre).	TPC	Sep-05	TPC for...Council contacted about crossing over .....
5	Use the staff and student Intranet feedback mechanism to be open to suggestions from staff and students about improvement of pedestrian routes around	HR/Mktg	Now	Already system in place. Encourage use for transport issues.
6	Work in partnership with Police and ..... Council on safety issues (Through Pedestrian User Groups)	HR	Sep-05	Pedestrian User Group / Walk Buddy Scheme
7	Provide services at ... to save travelling at lunch times (e.g. café already there, other services to be identified after occupation)	HR	Sep-05	
8	Provide safe storage for all so materials are not having to be carried to and from ..... (a reason given for using a car)	TPC	Sep-05	Lockers near showers. Also work place cages are being constructed. lockers be managed? - £1 deposit for use, first corner of work place cages
9	Encourage a "Walking Buddy" schemes at .... so groups of staff or students can walk together rather than alone (Part of involved in "Clubs").	HR/Mktg	Now	Linked to H&S (see 2 above) Encourage more variety of "clubs"
<b>6.2</b>	<b>CYCLISTS</b>			
1	Provide a map showing safe cycling routes to and from .... (..... Cycle Maps are available from ..... and ..... Council cycling to ... within the TIA/Travel Guide	Mktg	Sep-05	Maps obtained from ..... Council (some to be sent to ...). Travel Guide Nexus for student occupation
2	Provide safe storage for all at ... so materials do not always have to be carried to and from ... (a reason given for the use of TPC)	TPC	Sep-05	Lockers and work place cages (see 6.1.8)
3	Continue to promote cycling as a way of keeping fit and having fun as part of the working day, as part of the TP. Also promote financial savings	HR/Mktg	Now	Linked to H&S (see 2 "pedestrian")
4	Start a Bicycle User Group (BUG) at .... site to share cycling information, safety issues and address cycling needs (Part of involved in "Clubs")	HR	Now	Volunteer cycling enthusiast/Tutorials/Enrichment
5	Continue to negotiate discounts for purchase of bicycles and equipment (arranged with local cycle shop), and preferential be held regularly, some at .....	TPC	Now	Cycle Centre are providing a series of cycling "Bike Doctor" events open to staff, starting May 26th, 2005 at the Main Site. First Event to be held at .... a
6	Provide a "spares" box at ACE for cyclists, puncture repair kits etc. at all sites through link with Cycle Centre	HR	Sep-05	Cycle Centre to provide
7	Provide a cycling mileage allowance for business use for staff	HR	Now	Consider time taken for travelling?
8	Liaise with ..... Council to ensure there are safe, well lit, attractive, sign posted cycle routes, with safe crossing points, link .....	TPC	Now	Ongoing

9	Tie cycle awareness events with national campaigns (eg.National Bike Week)	HR/H&S	Now		
10	Consider the provision of a "Pool Bike" at ... (folding bikes are most useful as they can be taken on public transport)	HR	Sep-05	In future - requested from BUG?	
<b>6.3 POWERED 2 WHEELED VEHICLES (P2WV)</b>				Powered 2 Wheeled Vehicles - mopeds/scooters	
1	Provide information about access, secure parking and other facilities for P2WV at ... as part of the TIA/Travel Guide	Mktg	Sep-05		
2	Provide safe storage for helmets and equipment for all P2WV drivers	TPC	After occupation	Work place cages	
3	Provide safe storage for all so materials do not always have to be carried (a reason given for using a car)	TPC	built in	Sep-05	Lockers and work place cages (see 6.1.8)
4	Encourage safety training for staff and students who use, or would like to use, a P2WV to travel to and from .... Liaise with Police for this.	Police	Now	Police/engage students	
5	Start a P2WV User Group at ... so motorcyclists can discuss routes and problems.	HR	Now	Most likely in ..., mechanics desire vehicles	
<b>6.4.1 BUS</b>					
1	Provide information about bus travel in the TIA /Travel Guide	Mktg	Jul-05	Travel Guide being produced with Nexus. How to get to .... guide now Intranet (Dashboard). Touch screen information	
2	Provide stands for paper copies of information in the Learning Resource Centre	Mktg	Now	Nexus have supplied stands. .... to contact Nexus/Go North East who	
3	Continue to liaise with service providers (Nexus / Go NorthEast) to provide information about bus passes. Promote bus passes to reduce the cost of bus travel.	HR	Now	Pricing and Ticketing Manager, Go NorthEast met with HR in March 2005. Nexus TPC met St. Gp. November 2005	
4	Start a Bus/PT User Group scheme for ... to help people who are unsure about travelling by bus	HR	Now	Develop culture of club membership	
5	Encourage individuals to find their own Personal Travel Information, This is an individual plan of a student's or staff's journey (see the Nexus website). Nexus are willing to provide someone individual for TP for a small charge	Learner Services	Now	Software will be available from Nexus for individuals for a small charge October 2005. Arrange a public transport surge Liaise with ... Nexus	
6	Provide safe storage for all at ... to remove the need to carry items home for safety (a reason given for using the car).	TPC	Built in	Sep-05	Lockers - management? £1 deposit
7	Provide assistance in exceptional circumstances if let down by bus/PT	HR	Ongoing	Emphasise exceptional circumstances	
8	Schedule meetings/lectures around bus timetables	HR	Ongoing	Raise with PT user group	
9	Continue to liaise with Nexus to maintain high quality waiting facilities at bus stops. Nexus has a small fund to improve waiting facilities if what is there is inadequate	TPC	Jun-05	Nexus have provide shelters on both sides of Kingsway with seats and Real Time information will be provided at....	
10	Continue to liaise with Nexus / Go North East to negotiate suitable evening services. There may be a need for new services	TPC	Autumn 2006	After 1st survey after occupation (Dec 05). Liaise with Nexus TPC / Go North East if raised through PT User Group	
11	Aim to ensure bus services meet the needs of those using ... by reviewing surveys and identifying where modifications are needed. Liaise with Nexus, Go NorthEast and other service providers where appropriate	TPC	Autumn 2006	After 1st survey after occupation. Liaise with Nexus TPC and Go North East if raised through PT User Group	
12	Introduce incentives to staff and students not drive to ..., through the Car Parking Management Strategy (will only work if "needs" a car for work. Need incentives to use alternatives to the car	Senior Management	Prior to Occupation		
<b>6.4.2 METRO</b>					
1	Provide timetable information about Metro and link buses within the TIA/Travel Guide	Mktg	Sep-05	Travel Guide produced with Nexus for student occupation. Information Intranet	
2	Continue to liaise with Nexus to provide information about Metro travel passes appropriate for staff and students to reduce the cost of Metro Travel	HR	Now	Meeting with Nexus TPC Nov 2004	
3	Consider providing corporate Metro passes to reduce the cost of Metro Travel	HR	Now		
4	Start a PT User Group scheme for ... to help those who are unsure about using Metro	HR	Now		
5	Encourage individuals to find their own Personal Travel Information, this is an individual plan of a student or staff's journey (see the Nexus website)	HR	Now	Meeting with Nexus TPC -provide software, October 2005 at earliest	

7	Negotiate with Nexus secure service improvements to ... including maintaining and improving the standard of waiting facilities at ..... station	TPC	Ongoing	
8	Liaise with Nexus to maintain suitable services during the day and evening	TPC	Ongoing	
9	Provide safe storage for all at ... so removing the need to carry items home for safety (a reason given for using the car).	TPC	Sep-05	Lockers and work place cages (see 6.1.8)
<b>6.4.3 RAIL</b>				
1	Provide information about train travel within the Transport Information Area/Travel Guide	Mktg	Now	Information on Internet and Intranet. Travel Guide available for students
2	Promote discounted rail passes/season tickets to reduce the cost of rail travel	HR	Now	
<b>6.5 COLLEGE MINIBUSES</b>				
1	Information about the service for ... will be publicised through the TIA/Travel Guide	Mktg	Now	Paper copy of routes of minibuses produced, April, 2005. Information in Travel Guide
2	Consider how the minibuses will be used to make ... more accessible	TPC	Sep-05	New routes to encompass ... venue from Sept. 05
3	Consider how the minibuses will be used for travel to other ..... sites and outreach centres from ...	TPC	Sep-05	One minibus will be used to transfer students to and from the Main Site
4	Promote the use of these minibuses to staff	Mktg/HR	Now	
<b>6.6 PARK AND RIDE</b>				
1	Ensure information is available in the TIA/Travel Guide about the location of Park and Ride and the public transport linking it to the site	Mktg	Now	Meeting with Nexus TPC. Information provided about P&R
2	Negotiate with service providers/Nexus to ensure car parks are safe (for pedestrian access and vehicle security). Involve Nexus and Police.	TPC	Sep-05	
<b>6.7 TAXI AND PRIVATE HIRE</b>				
1	Offer preferential rates for staff, students and visitors to ... through the ..... business contract with .... Taxis	TPC	Now	Already happening
2	The use of a Taxi will be promoted in the TIA/Travel Guide	Mktg	Now	
3	Anyone using a Taxi should be encouraged to share where possible	Mktg	Now	
4	A Taxi could provide an "emergency ride home" in exceptional circumstances for Car Sharer users	SMT	Sep-05	
5	Encourage more frequent Taxi use (and the provision of a pool car) at ... would reduce the need to bring a car to ACE	HR/LS	Now	Taxi use to be encouraged.
6	Investigate the use of a Taxi against pool cars, in terms of cost, convenience and sustainability	HR/LS	Sep-05	
<b>6.8 USING A CAR</b>				
1	Methods to reduce traffic speeds within the site and improve road safety and personal security for pedestrians and cyclists	Site	Step 3, Planning Conditions (Dec-05)	To be reviewed after occupation by students
2	Liaise with ..... Council and ..... to ensure appropriate signposting external to site	ST Gp	Now	Contact made
<b>6.8.1 CAR SHARING</b>				
1	The current informal system needs to be formalised. A system will be provided to allow staff to be matched up with other users in the vicinity of ... buildings so it becomes a whole site scheme (i.e. ...)	TPC/HR	Sep-05	System to be developed and publicised. Promote the financial savings
2	A separate CS scheme will be provided for students who will be encouraged to CS with people they know for safety reasons	TPC/HR	Sep-05	
3	CS spaces will be available only to those cars displaying passes. Management of this is most important - CSs should share.	SMT/HR	Sep-05	Part of Car Park Management Strategy. Spaces have been allocated and signed
4	Provide assistance in exceptional circumstances if a CS scheme user is unavoidably let down by their CS partner at ....	HR	Sep-05	Exceptional circumstances

5	Encourage the use of CS rather than the purchase of a Pool Car at ... for journeys between ..... sites by staff, or to attend bring a car to....	HR/LS	Sep-05	
6	Encourage staff and students to CS if they are travelling to another ..... site from ...	HR/LS	Sep-05	
<b>6.8.2 DISABLED DRIVERS</b>				
1	Information is available in the TIA / Travel Guide about the parking provision for those with restricted mobility.	Mktg	Now	Information on Intranet and Internet. Travel Guide available for student
<b>6.8.3 PRIVATE CAR DRIVERS</b>				
1	Provide information for car drivers about how to reach ... site safely without affecting vulnerable road users (pedestrians, the TIA/Travel Guide	Mktg/TPC	Now	
2	Provide information about the location of car parks, designated parking spaces, any permit schemes/charges, and the CPMS	Mktg/TPC	Now	
3	Encourage car drivers at ... to not automatically use their car every day but to consider other methods when appropriate emphasised to new staff and students as part of the recruitment process	HR	Sep-05	Important to emphasise to new staff and students so make part of the
4	Encourage car sharing to attend meetings from ... and travelling between ..... sites	HR	Sep-05	
5	Provide a standard mileage allowance for all engine sizes for staff business miles	HR	Now	
<b>7.1 TRAVEL PLAN CO-ORDINATOR TO:</b>				
1	Co-ordinate the measures outlined in the ... TP through the Steering Group, including the TIA	TPC	Now/Ongoing	
2	Regularly reviewing measures and targets, with support from the steering group and TPC ..... Council	TPC	After occupation	After 1st survey at end of December 2005 then Autumn 2007
<b>7.2 TRANSPORT INFORMATION AREA (TIA)</b>				
1	Information in virtual and physical form about transport to and from ... to be provided	TPC/St Gp/Mktg	Jun-05	This is in progress. TIA being produced on Intranet/Internet. Travel G
<b>7.3 CAR PARK MANAGEMENT STRATEGY</b>				
1	Car park management strategy (CPMS) for ... to be reviewed when students occupy ...	St Gp/SMT	Sep-05	
2	Methods to reduce traffic speeds within the site and improve road safety and personal security for pedestrians and cyclists	Site 3 Planning Conditions	Now	Safety features included (signage on and off site, on site crossing point occupation
3	..... to liaise with ..... Council to develop the CPMS after student occupation	St Gp	Sept-05 ongoing	
<b>7.4 VISITORS</b>				
1	All visitors will be given instructions on how to reach ... by appropriate methods, paper and electronic as part of the TIA/Travel Guide	Mktg	Jul-05	Provision of this information is covered elsewhere as providing information
2	Details of bus and rail services, cycle facilities , car sharing and visitors car parking (7 bays) will be made available to included in the TIA)	Mktg	Jul-05	Provision of this information is covered elsewhere as providing information
3	Those organisations making deliveries to ... will be given specific information about how to safely access the site and reach speed on site	TPC/Mktg	Sep-05	Specific information for deliveries/movement on site, eg catering have informed that deliveries must be made before 8a
4	This information will include raising awareness of ..... Environmental / Sustainable Development policy, this is important to create an image of what College stands for	Site 3 Planning Conditions	Spring 2006	Standards
5	The number of deliveries will be rationalised to see if fewer trips could be made	TPC	Sep-05	
6	Deliveries will be arranged at off peak times when there is less student and staff movement (although separate entrances will reduce potential costs	TPC	Sep-05	
7	The use of email and fax will be encouraged to reduce the need to visit ...	HR	Sep-05	

<b>7.5</b>	<b>POLICIES TO SUPPORT THE TP</b>			
	<i>The TP will be part of Environmental/Sustainable Development Policy for .....</i>	SMT	Now	"Messages" for new College buildings to send out -Environmental/Soc
1	<i>Mileage rates for staff are same mileage allowance irrespective of size of engine. Cycle rates will be introduced.</i>	HR	Now	Review and revise
2	<i>The lease for the Minibuses will be reviewed e.g. "Greener" Minibuses supplied (LPG / Electric / Hybrid). Regular service /TPA</i>	Maintenance	Now	Lease review - Minibuses
3	<i>Increased use of IT to reduce the need to travel for staff (e.g. Video conferencing, working from home) as appropriate</i>	HR	Sep-05	
5	<i>Continuation and development of flexible working hours at ..... (apart from timetabled classes). This reduces peak time tra control of their day for access to public transport and child care. Staff and s timetable at 9am and finish at 4pm</i>	HR	Now	Cannot be flexible with timetabled classes but staff and students do st times of the day (although many students t/
6	<i>Providing meaningful projects for students which will involve marketing, and collecting and processing data relating to the TP</i>	TR/MC	Sep-06	Contact Curriculum Manager for Travel and Tourism
7	<i>Promotion of the TP as part of Investors In People</i>	HR	Now	
<b>7.6</b>	<b>REDUCING THE NEED TO TRAVEL (INCLUDING BUSINESS TRAVEL)</b>			
1	<i>Services to ... in addition to café, to be identified after occupation</i>	TPC	Sep-05	
2	<i>Video or telephone conferencing as an alternative to attending meetings.</i>	HR	Sep-05	... already use teleconferencing regularly and has facilities for video c more training
3	<i>Encourage staff to ask "is a meeting really necessary" before setting meetings, especially if it involves travel off site which</i>	HR	add to business miles	Now
4	<i>Tele-working to enable some work to be done from home.</i>	HR	Now	Staff can already access PCs and emails from home
5	<i>Business miles for year ending December 2005 will be identified with a view to reducing the figure by 5% by the year measures 7.6, 1-4)</i>	HR	Dec-07	
<b>7.7</b>	<b>TRAVELLING BETWEEN SITES AND OUTREACH CENTRES</b>			
1	<i>Encourage the use of a Taxi if that would reduce the need to bring a car to ...</i>	HR/LS	Sep-05	
2	<i>Consider the provision of a Pool Car at ...</i>	SC	Occupation	
3	<i>Encourage the use of public transport (bus) between sites where practical</i>			
4	<i>Provide bus / Metro passes for those travelling between sites from ... for business where such travel would be practical. journey is complete</i>	HR	Now	... site will be occupied in Spring 2005 this would be worth having in p 2005
5	<i>Encourage staff, and students, to car share if travelling between ..... sites</i>	Mktg/HR/LS	Now	Students - travel with people they know - essential
6	<i>Consider how the ..... minibuses could be used to provide transport between from ... to other ..... sites and outreach centres</i>	TPC	Now	
<b>8</b>	<b>TARGETS</b>			
1	<i>Review of TP Autumn 2007 including detailed survey. Targets were set from 2004 Travel Survey</i>	TPC/St Gp	Autumn 2007	See specific Targets in TP
<b>9</b>	<b>MARKETING</b>			
1	<i>Market as .... TP (as part of College TP)</i>	Mktg/St Gp	Now	Part of student marketing course from Sept. 2007
<b>10</b>	<b>MONITORING AND REVIEW</b>			

1	Survey December 2005 to identify modal split at .... Results used to adjust measures. Results reported to ..... Council/ Council TPC to ensure Targets reached by Autumn 2007	TPC/St Gp	Dec-05	..... to design on line survey for this and future travel surveys
2	Report results of each end of year travel survey (June/July) / modal split / modal shift to ..... Council (for reporting in acc Plan)	TPC/St Gp	Autumn 2006/7 ongoing	
3	Review of TP Autumn 2007, including detailed survey results from end of year survey	St Gp	Autumn 2007	To TPC ..... Council