

UNIVERSITY OF BEDFORDSHIRE

TRAVEL PLAN APPENDICES

1st December 2008

Prepared by: Sarah Wells
Travel Plan Co-ordinator

Authorised by:

Document approved:

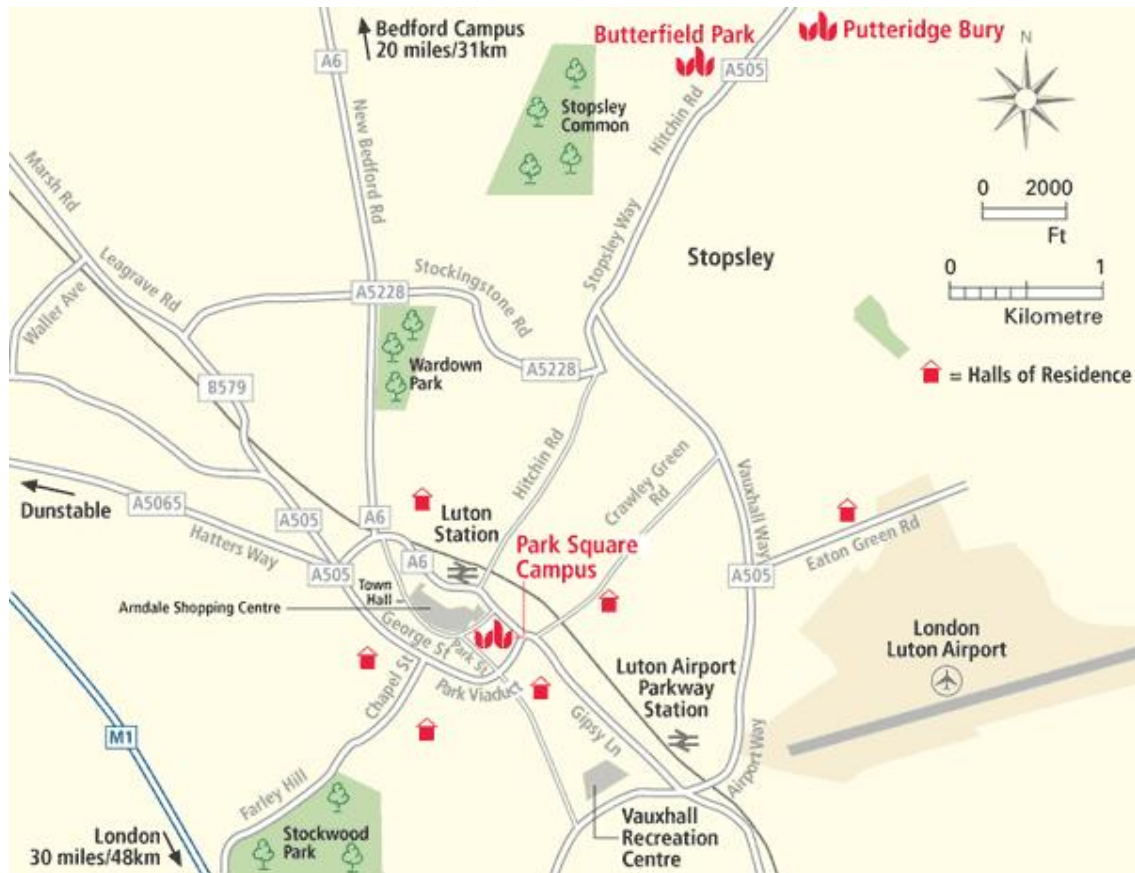
Version: 2.0

CONTENTS

| | |
|--|-----------|
| APPENDIX ONE: LUTON CAMPUS | 3 |
| APPENDIX TWO: TRAVEL SURVEY QUESTIONS AND RESULTS | 4 |
| APPENDIX THREE: TRAVEL SURVEY ANALYSIS | 7 |
| APPENDIX FOUR: STUDENT POSTCODE MAPS..... | 11 |
| APPENDIX FIVE: STAFF CAR PARKING CHARGES..... | 11 |
| APPENDIX SIX: SUSTRANS BICYCLE LOAN SCHEME..... | 12 |
| APPENDIX SEVEN: BEDFORD SHUTTLE BUS TIMETABLE..... | 12 |
| APPENDIX EIGHT: BUTTERFIELD PARK SHUTTLE BUS..... | 13 |
| APPENDIX NINE: PUTTERIDGE BURY SHUTTLE BUS..... | 14 |
| APPENDIX TEN: ADMISSIONS ADVICE TO STUDENTS | 15 |
| APPENDIX ELEVEN: STAFF HOME POSTCODES, LUTON | 16 |
| APPENDIX TWELVE: STUDENT HOME POSTCODES, LUTON..... | 16 |
| APPENDIX THIRTEEN: LAYOUT OF LUTON CAMPUS | 16 |
| APPENDIX FOURTEEN: AYLESBURY STAFF HOME POSTCODES..... | 16 |
| APPENDIX FIFTEEN: AYLESBURY STUDENT POSTCODES..... | 16 |
| APPENDIX SIXTEEN: LAYOUT OF POLHILL CAMPUS..... | 16 |
| APPENDIX SEVENTEEN: BEDFORD STUDENT POSTCODES | 16 |
| APPENDIX EIGHTEEN: BEDFORD CAR PARKING POLICY | 16 |
| APPENDIX NINETEEN: BEDFORD CARSHARE SCHEME | 16 |
| APPENDIX TWENTY: ADMISSIONS PACK LETTER..... | 16 |

Appendix One: Luton Campus

<http://www.beds.ac.uk/contactus/directions/psroads.gif?hires>



Appendix Two: Travel Survey Questions and Results

1. Where are you currently normally based? Note: if your time is divided evenly between more than one campus, tick all that apply; otherwise tick your main campus.

Aylesbury Stoke Mandeville 7 / Bedford 80 / Butterfield Park 20 / High Wycombe 4 / Luton 212 / Putteridge Bury 24

2. How far is your home from campus? (Please refer to your longer journey if your time is split 50/50 between sites)

Less than 2 miles (56, 16.6%) / 2 to 5 miles (64, 19%) / 5 to 10 miles (61, 18.1%) / 10 to 20 miles (73, 21.7%) / Over 20 miles (83, 24.6%)

3. How long does your journey normally take you?

0-10 minutes (27, 8%) / 11-20 minutes (66, 19.6%) / 21-40 minutes (136, 40.4%) / 41-60 minutes (72, 21.4%) / Over 1 hour (36, 10.7%)

4. In an average week, how do you normally travel to and from your place of work and study?

- 4.1. What form of transport forms the greater part of your normal journey?

—

- 4.2. If your normal journey involves more than one form of transport, what else do you use?

- 4.3. If you regularly (once a week, say) vary your journey, what other forms of transport do you use?

| | 4.1 | 4.2 | 4.3 |
|-------------------------------|-------------------|------------------|------------------|
| <i>Car as driver</i> | <i>197, 58.8%</i> | <i>7, 5.6%</i> | <i>24, 19.2%</i> |
| <i>Car as passenger</i> | <i>24, 7.2</i> | <i>3, 2.4%</i> | <i>13, 10.4%</i> |
| <i>Train</i> | <i>23, 6.9%</i> | <i>4, 3.2%</i> | <i>4, 3.2%</i> |
| <i>University Shuttle Bus</i> | <i>4, 1.2%</i> | <i>4, 3.2%</i> | <i>4, 3.2%</i> |
| <i>Other Bus</i> | <i>17, 5.1%</i> | <i>2, 1.6%</i> | <i>10, 8%</i> |
| <i>Bicycle</i> | <i>13, 3.9%</i> | <i>6, 4.8%</i> | <i>6, 4.8%</i> |
| <i>Walk or run</i> | <i>43, 12.8%</i> | <i>39, 31%</i> | <i>8, 6.4%</i> |
| <i>Motorcycle</i> | <i>4, 1.2%</i> | | <i>1, 0.8%</i> |
| <i>No Other Form</i> | <i>4, 1.2%</i> | <i>57, 45.2%</i> | <i>47, 37.6%</i> |
| <i>Other (please specify)</i> | <i>6, 1.8%</i> | <i>4, 3.2%</i> | <i>8, 6.4%</i> |

“Other” was mostly elaborations on multi-mode forms of transport; one respondent mentioned using the London Underground for part of the journey, and one mentioned travelling by wheelchair.

5. What reasons are most important to you when choosing your normal form of transport?

Price (18, 5.4%) / Journey time (51, 15.3%) / Distance travelled (18, 5.4%) / Convenience (95, 28.4%) / Need to fit around others e.g. school run (28, 8.4%) / Health and fitness (13, 3.9%) / Pleasure (1, 0.3%) / Environmental Concerns

(9, 2.7%) / *No practical alternatives* (73, 21.9%) / *Other (please specify)* (28, 8.4%); mostly elaborations on answers above, but also one citation for safety, one for disability and four respondents mentioned need a car at work for business trips during day.

6. Are you expecting to change campus in the next six months?

Yes (13, 3.9%) / No (324, 96.1%)

6.1. If so, where are you switching to?

Aylesbury Oxford House (11) / *Bedford* (1) / *Butterfield Park* / *Luton* (1) / *Putteridge Bury*

6.2. How do you expect to travel after your move?

Car as driver (7) / *Car as passenger* (1) / *Train* (1) / *Bus* (3) / *Walk or run* (1) / *Motorcycle* / *Don't yet know* / *Other (please specify)*

7. Do you use a car for trips from campus to destinations other than home?

Yes, often (once a week or more) (100, 29.7%) / *Yes, occasionally (less than once a week)* (118, 35%) / *No* (119, 35.3%)

7.1. If so, where do you go?

Other University sites (143) / *To placements or other course related venues* (68) / *Other business trips* (60) / *Leisure or personal* (48) / *Other (please specify)* (15, mostly elaborations of answers above)

8. Do you use the following facilities, if available at your campus?

Secure or sheltered bicycle parking (23) / *University shuttle bus* (52) / *University car parks* (154) / *Nearby public car parks* (72) / *Motorbike parking* (5)

8.1. If you drive, where do you normally park?

On campus, in University-run car park (111) / *In public car park, arranged through University* (88) / *Public car park, arranged privately* (33) / *Nearby street* (33) / *Private arrangement e.g. friend's drive* (2) / *Hospital car park* (17) / *Other (please specify)* (2; both comments on the University's car parking provision)

9. If the University invested in the following facilities at your campus, would you use them?

Showers for cyclists or joggers (61) / *Secure, sheltered bicycle parking* (42) / *Secure, sheltered motorcycle parking* (7) / *Public transport season ticket loans* (20) / *Public transport season ticket discounts* (62) / *Pool cars or car club* (42) / *Pool bicycles* (13) / *Bicycle loans* (29)

10. What other facilities would you like us to consider providing?

11. Do you have any other comments you would like to make about the University's transport facilities

12. Are you: *Male (120, 36.8%) / Female (206, 63.2%)*

13. How old are you?

Under 20 (0) / 20 to 35 (82, 25.2%) / 35 to 50 (124, 38.2%) / Over 50 (119, 36.6%)

14. Are you: *Undergraduate (2, 0.6%) / Postgraduate (3, 0.9%) / Support Staff (189, 57.8%) / Academic Staff (133, 40.7%)*

15. Are you: *Full time (268, 82.7%) / Part time (56, 17.3%)*

16. Are you in any way disabled? *Yes (24, 7.6%) / No (291, 92.4%)*

16.1. If so, does your disability affect the way you travel?

Yes (16) / No (24)

17. In the past week, on how many days have you done a total of 30 minutes or more of physical activity, which was enough to raise your breathing rate? (This may include sport, exercise, and brisk walking or cycling for recreation and / or to get to places, but should not include housework or physical activity that may be part of your job).

0 (50, 16.4%) / 1 (46, 15.1%) / 2 (48, 15.7%) / 3 (62, 20.3%) / 4 (29, 9.5%) / 5 (36, 11.8%) / 6 (11, 3.6%) / 7 (23, 7.5%)

18. In the past week, on how many days have you travelled in an active way for at least ten minutes? This may include non-leisure journeys made in a physically active way. For example, walking or cycling to work, to visit friends or family, or to do your shopping.

0 (49, 16%) / 1 (31, 10.1%) / 2 (49, 16%) / 3 (37, 12.1%) / 4 (23, 7.5%) / 5 (46, 15%) / 6 (27, 8.8%) / 7 (44, 14.4%)

Appendix Three: Travel Survey Analysis

2008 Transport Survey

A survey was conducted into travel modes to and from the University of Bedfordshire in November 2008.

The questions used were partly based on a survey developed by the Institute of Energy and Sustainable Development, De Montfort University, and later reviewed and updated with the assistance of Sustrans. The last two questions were supplied by Sustrans.

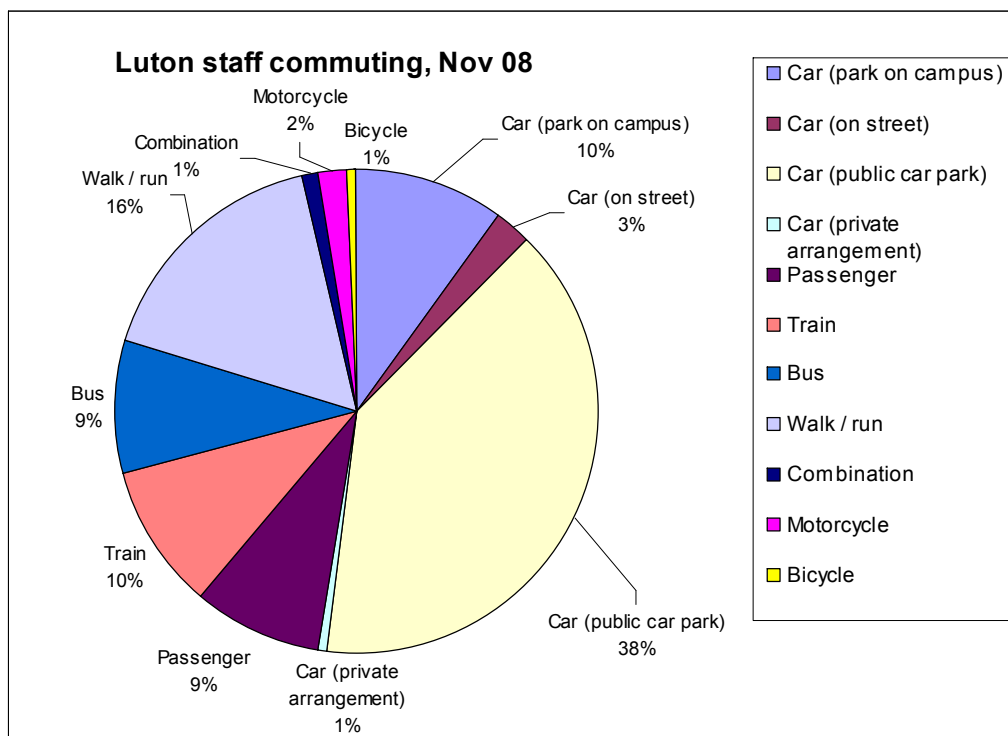
The survey was placed on line, with links sent out to all staff and students by email; it was also promoted on plasma screens and staff notice boards.

The survey ran from 3rd November to 26th November. In all, 336 responses were received, of which only 5 were from students, and the remaining 331 from staff. 211 respondents were based in Luton; 80 in Bedford; 24 at Putteridge Bury; 20 at Butterfield Park; and 11 across Aylesbury and Stoke Mandeville (some staff are based at more than one site, hence this adds up to more than 336).

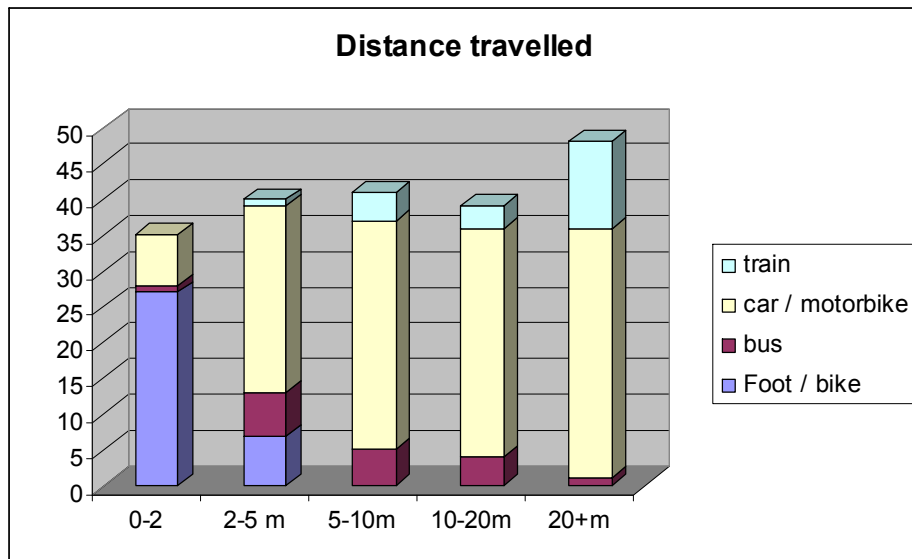
Student responses have been excluded from these analyses, owing to the poor response figures.

Luton Staff

209 responses came from staff based at Luton, of whom 8 split their time evenly between Luton and at least one other campus – these people have been included in the figures for each relevant campus in turn.



Active modes of transport were preferred over short distance, with bus users tending to come over medium distances, car users medium to longer distance, and with train users covering the longest distances.



Trips off campus during working hours:

48 (23%) respondents reported making an off-campus trip by car once a week or more; 78 (37.5%) less than once a week; and 83 (40%) never. Of these, 87 made visits to other university sites; 23 went to placements and made other course-related trips; 41 made other business trips; and 27 made leisure or personal trips.

Motivation:

The most common reason cited to explain the respondent's choice of travel mode was convenience, followed by lack of alternative. Unsurprisingly, lack of alternative increases in importance as an explanatory factor with distance – there was only one citation, making it one of the least important influences, for people living within 2 miles of campus, but 18 citations at greater than 20 miles, making it by far the most important factor for people living at that distance. Convenience was cited heavily by walkers. For car drivers convenience was followed by having no practical alternative, and the need to combine journeys with other commitments such as the school run. Price, health and environmental concerns were of far less importance.

Demographics:

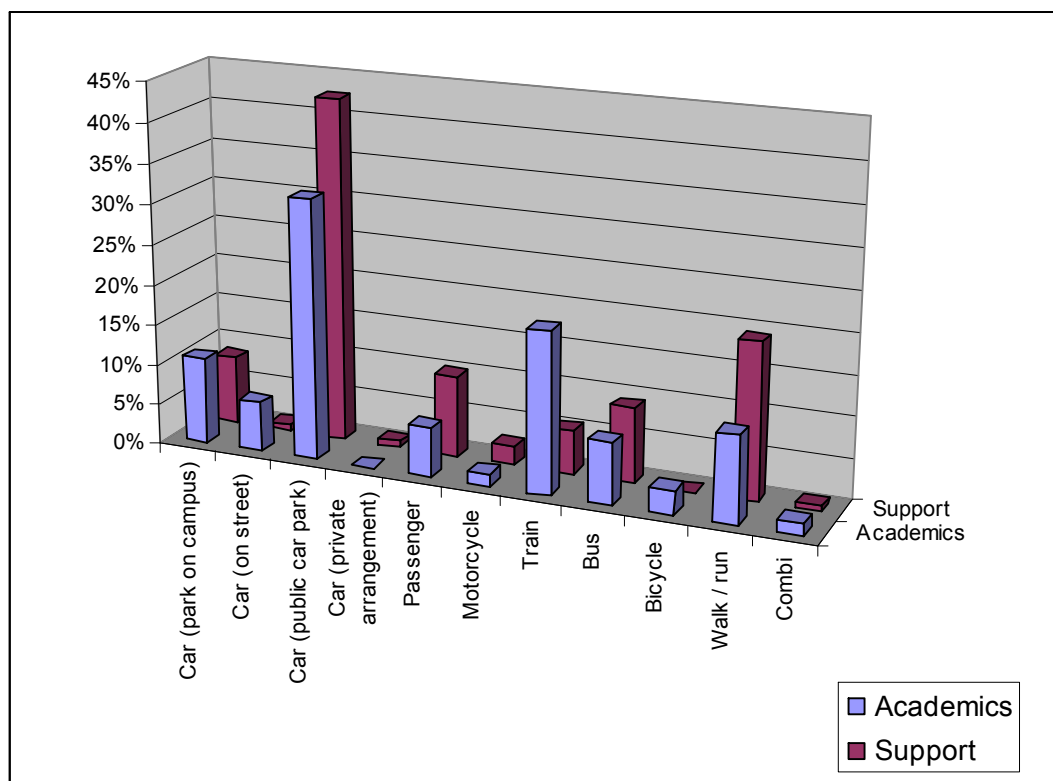
70 respondents were academic staff and 132 were support staff. 166 worked full time, and 34 part time. 79 respondents were male, 122 female.

17 were disabled of whom 12 reported that their travel options were affected. 2 of these travel by bus, 1 as passenger, 9 drive.

9 people did not fill in the demographics section, or only filled it in partially.

There were no great differences between men and women, except that in the question about motivation women were more likely to answer that they needed to fit their commute around other commitments such as the school run. Women were also far more likely to walk than men.

Support staff tended to live far closer to campus, with 27 support staff and only 7 academic staff living within 2 miles, whereas 22 support staff and 28 academic staff live more than 20 miles from campus.



Bedford Staff

Of the 79 responses received, 2/3 (53 people) reported driving to work. The next most popular modes of transport were bicycle (9 people) and coming on foot (8 people). Four people (all drivers) split their time between Bedford and Luton. Again, convenience and lack of alternative were the main motivating factors, followed by journey time. Health and price were more important than to Luton based staff.

Medical Sites

30 responses were received from staff based at medical sites. Of these, 23 were car drivers, with 19 having journeys of 10 miles or more. Journey time and lack of alternatives were the principle motivating factors. 11 reported being due to move campuses shortly; of these, 8 currently drive and 6 intend to drive after the move. A high proportion of respondents make frequent business trips; 20 make trips to other University sites or to placements more than once a week.

Putteridge Bury

24 staff from Putteridge Bury responded, of whom 5 split their time between that and other sites. 17 of these drive, and a further 3 come in a car as a passenger. One respondent answered “No other form” to the question “How do you normally travel” – however this person also mentioned using University car parks, so is probably another car driver. “Lack of practical alternatives” was by far the most common reason given. Half of all respondents make trips away from campus more than once a week.

Comments:

Unsurprisingly, more comments were received about car parking than any other subject (66 out of 139 comments mentioned car parking, almost all negative in tone). Particular grievances were the recent increase in charges, and the need to walk off campus to get to the leased car parks, though only two respondents mention switching from driving in response. 24 respondents mentioned the shuttle buses, mostly people based in Bedford, Putteridge Bury or Butterfield. These were more often positive in tone – the shuttle bus network was the only University travel facility to be praised.

Appendix Four: Student Postcode Maps

Appendix Five: Staff Car Parking Charges

Parking charges from 1st December 2008

Luton Monthly Charges

| | Salary Range | Year 1 (AY 2008-2009) | Year 2 (AY 2009-2010) | Year 3 (AY 2010-2011) |
|---------------|-------------------|--------------------------|--------------------------|--------------------------|
| Band A | £0 - £4,999 | £6.00 | £6.50 | £7.00 |
| Band B | £5,000 - £9,999 | £12.00 | £12.50 | £13.50 |
| Band C | £10,000 - £19,999 | £20.00 | £20.50 | £22.50 |
| Band D | £20,000 - £29,999 | £22.00 | £23.00 | £24.50 |
| Band E | £30,000 - £39,999 | £25.00 | £26.00 | £28.00 |
| Band F | £40,000 - £49,999 | £35.00 | £36.00 | £39.00 |
| Band G | £50,000 - £59,999 | £36.00 | £37.00 | £40.00 |
| Band H | £60,000+ | £37.00 | £38.00 | £41.00 |

Putteridge Bury / Butterfield Park Monthly Charges

| | Salary Range | Year 1 (AY 2008-2009) | Year 2 (AY 2009-2010) | Year 3 (AY 2010-2011) |
|---------------|-------------------|--------------------------|--------------------------|--------------------------|
| Band A | £0 - £4,999 | £3.50 | £3.50 | £3.50 |
| Band B | £5,000 - £9,999 | £7.00 | £7.00 | £7.00 |
| Band C | £10,000 - £19,999 | £15.00 | £15.00 | £15.00 |
| Band D | £20,000 - £29,999 | £17.00 | £17.00 | £17.00 |
| Band E | £30,000 - £39,999 | £20.00 | £20.00 | £20.00 |
| Band F | £40,000 - £49,999 | £30.00 | £30.00 | £30.00 |
| Band G | £50,000 - £59,999 | £30.00 | £30.00 | £30.00 |
| Band H | £60,000+ | £30.00 | £30.00 | £30.00 |

Bedford Monthly Charges

| | Salary Range | Year 1 (AY 2008-2009) | Year 2 (AY 2009-2010) | Year 3 (AY 2010-2011) |
|--------------------------|---------------------|--------------------------|--------------------------|--------------------------|
| Band A | £0 - £19,999 | £10.00 | £13.50 | £16.50 |
| Band B | £20,000+ | £15.00 | £20.00 | £25.00 |
| Pay & Display | upto 1 hour 30 mins | £0.25 | £0.30 | £0.35 |
| | upto 4 hours | £0.60 | £0.70 | £0.75 |
| | over 4 hours | £1.20 | £1.40 | £1.50 |

Appendix Six: Sustrans Bicycle Loan Scheme

Terms and Conditions of Loans:

- Applicants must complete the registration form and provide a bike lock before Sustrans can release a bike to them.
- Participants in the bike loan scheme are responsible for keeping the bike cleaned, oiled and adjusted correctly and for repairing punctures. Should a more serious fault develop, please contact the Sustrans Active Travel Manager or return the bike for a replacement.
- Participants can use the bike for as long as they need it, but Sustrans reserves the right to recall bikes at any time for any reason. When participants finish using their bikes, they must be returned to the transport co-ordinator at the University of Bedfordshire.
- Should the bike be stolen, this must be reported to the police without delay and we must have a copy of the stolen item report as filed at the police station. There is no penalty if the bike gets stolen provided that all the correct procedures are followed.
- Sustrans will contact users of the scheme to gather data regarding the increase or decrease in physical activity/exercise as a result of the participant using a Sustrans loan bike.

Appendix Seven: Bedford Shuttle Bus Timetable

<http://www.beds.ac.uk/contactus/directions/polhill>

Appendix Eight: Butterfield Park Shuttle Bus

Butterfield and Putteridge Bury bus timetable 2008/09 (runs term time only)

University of Bedfordshire
Facilities and Estates

Proposed Bus Timetable - Academic Year 2008-2009

Vicarage Street – Butterfield – Putteridge Bury

| Time | Notes |
|-------------|-----------------------------|
| 07.45 | To Butterfield only |
| 08.30 | |
| 09.30 | Via Train Station for 09.40 |
| 10.30 | |
| 12.30 | |
| 13.30 | Monday only |
| 14.30 | |

Putteridge Bury – Butterfield – Vicarage Street

| Time | Notes |
|-------------|--------------|
| 11.15 | |
| 12.15 | |
| 13.15 | |
| 15.15 | |
| 16.15 | |
| 17.15 | |

Appendix Nine: Putteridge Bury Shuttle Bus

Luton campus – Putteridge Bury campus

An additional minibus service (mainly for University staff use) operates Monday to Friday all year round between Luton campus and Putteridge Bury campus.

Timetable from September 2007

Putteridge Bury campus The minibus stops in the front car park outside the main entrance at Putteridge Bury.

Putteridge Bury departure times:

- 08.20
- 13.30
- 17.00 (Monday – Thursday)
- 16.30 (Friday)

Luton campus The minibus stops in the front car park outside the main entrance at Park Square.

Luton departure times:

- 08.45
- 13.45
- 17.15

Appendix Ten: Admissions Advice to Students

Students' Handbook 08/09

Environment and Carbon Footprint

Transport

Shuttle buses - The University provides shuttle buses to all its out-of-town-centre sites. Timetables and further information are available from <http://www.beds.ac.uk/contactus/directions>

Bikes from Sustrans - Sustrans have very generously offered to lend second-hand bikes to students. If you'd like to borrow one, please contact Sarah Wells (sarah.wells@beds.ac.uk).

Energy Use

The University has given energy efficiency a high priority in its redevelopment. This has led to appreciable cuts in our carbon emissions at Polhill, and we aim to repeat this with the redevelopment at Luton.

You still need to do your bit! When you finish using something, please remember to switch it off – don't leave mobile phone chargers on all the time, or leave lights on all day, or leave anything on standby. Please don't have the heaters on full blast with the windows open, either, it only serves to warm up Bedfordshire.

Waste and Recycling

You'll find recycling bins dotted around both Luton and Polhill, all clearly labelled with the kind of waste they take. Please use these, and please do take care to fill them with the right kind of waste – one dead sandwich in a paper bin ruins the whole collection.

Carbon Footprint

The University has recently had a big study to calculate its carbon footprint, and is working on plans to reduce it. For more information about this and the University's environment policy, see <http://www.beds.ac.uk/aboutus/strategic>

Appendix Eleven: Staff home postcodes, Luton

Appendix Twelve: Student home postcodes, Luton

Appendix Thirteen: Layout of Luton Campus

<http://www.beds.ac.uk/contactus/directions/lutoncampus-updated.pdf>

Appendix Fourteen: Aylesbury Staff Home Postcodes

Appendix Fifteen: Aylesbury Student Postcodes

Appendix Sixteen: Layout of Polhill Campus

<http://www.beds.ac.uk/contactus/directions/bedford>

Appendix Seventeen: Bedford Student Postcodes

Appendix Eighteen: Bedford Car Parking Policy

<http://www.beds.ac.uk/contactus/directions/bedford/apply>

Appendix Nineteen: Bedford Carshare Scheme

Driving to Campus next year?

Want to know how to park on campus for free?



Annual car park permits are **free** for carshare groups of three people or more. So if you're planning to drive to Polhill next year, and you can share your journey with two other people, ask about a carshare permit.

For more details contact Sarah Wells, Estates Dept (sarah.wells@beds.ac.uk)

Appendix Twenty: Admissions pack letter

University of Bedfordshire Environmental Action Programme

With climate change increasingly on the agenda, more people are asking what they, and the organisations with which they are involved, can do and are doing to cut their greenhouse gas emissions.

The University of Bedfordshire has invested heavily in ensuring that university activities minimise damage to the environment, and is aiming to reduce its carbon footprint by 15% over the next three years. We have taken steps to reduce the amount of energy needed to heat and light our buildings and provide services; we have a sustainable purchasing policy to ensure that all the impact on the environment of the goods we buy is minimal; we are trying to cut the amount we waste, and to recycle as much as possible of what waste we do generate.

However, this cannot be done by the University's management alone. If we are to succeed in reducing our carbon footprint, we will need the help of all our members, including students.

Energy

The University has done, and is doing, much to improve its energy efficiency, thus reducing our carbon footprint. We have insulated new and refurbished buildings to reduce the need for heating, put in low energy light fittings in many areas, and you will even see a few solar panels producing clean green electricity. Even so, we used enough fossil-fuel based energy to produce 1,310 tonnes of carbon dioxide last year, and are still looking for new ways to improve our efficiency.

We expect all members of the university to play their part, however, and therefore ask you to be sure to switch things off when they are no longer in use. If you see anything that isn't working properly (for example a dripping tap) please report it promptly to the Estates department – the sooner it's fixed, the less water we heat unnecessarily.

Waste

We collect waste for recycling. There is a recycling point, currently collecting paper and glass, in the yard opposite Student Services. We do not at time of writing collect plastics, but hope to do so soon.

Transport to the University of Bedfordshire

Parking at Polhill is extremely limited. However, we have invested heavily in alternatives, so that most students will find there is no need to go to the expense of buying and running a car.

Free Shuttle Bus

To avoid this expense and any stressful parking problems, we strongly recommend making use of the **FREE** shuttle bus service that is provided by the University and runs between Polhill campus and the town centre every half an hour during term time. If you live in Bedford you will find it an excellent means

of getting into or across town – if you live further away, use it in conjunction with public transport – it calls at both the bus and train stations.

Bicycles

Bedford has an extensive bike network, and being flat is extremely easy to cycle around. Sheltered bike racks have been installed at Polhill campus, where shower and changing facilities and lockers are also provided. Save money and improve your health at the same time by **CYCLING** to campus instead of bringing your car.

Car Parking

Unfortunately, to meet the costs of running a secure, manned car park, we do have to charge for it. Pay and display tickets are available to all non-resident students, and currently cost 50p for up to four hours, £1 for a full day – this is due to be reviewed soon. Tickets must be clearly displayed in the dashboard.

Free Car Parking for Carshare Groups

If you do need a car to get into Polhill, have you considered carsharing? Quite apart from spreading the costs of running your car, we give **FREE** annual car parking permits to carshare groups of three or more. You may already know someone who lives near you on your course. If you don't already know anyone to share a car with, your course organisers may be able to put you in touch with someone suitable.

Resident Students

Most resident students will not need a car. However, a very few will find that they need one in order to reach placements. Where a student is asked by the faculty to use a car, permits will be issued – this is done only on the authority of the head of department or faculty, and only once it is known that a car will be needed. Students must not attempt to bring a car to Bedford unless they are asked.

Access for Disabled Students

The University recognises our responsibility to ensure that facilities are appropriate and accessible for all students. The Shuttle Bus has a low platform and wheelchair access. In addition, drivers who are blue badge holders are entitled to free annual car permits.

Cars without either a valid annual permit or a valid pay and display ticket clearly displayed on the dashboard will be liable to a penalty charge of £80.

A copy of the car parking policy, carshare application forms and further details of our travel plan, are available on <http://www.beds.ac.uk/contactus/directions/bedford/parking>. If you have any further questions about getting to Polhill Campus, please contact Sarah Wells, Environment officer, sarah.wells@beds.ac.uk.