



**GREEN**  
**TRAVEL**  
**PLAN**  
**UCL**

February 2015

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**Version 1**

# 1 Travel Plan Overview

University College London (UCL) is a world-class, multi-disciplinary university. The Institution recognises that its activities and operations can result in impacts on society and the environment and is therefore working to reduce the negative effects of these activities and operations whilst promoting and striving for positive outcomes where possible. Travel represents one such activity.

Whilst travel is necessary for the UCL community and its core activities - for study, for work and to conduct research - UCL is seeking to reduce the amount and impact of travel associated with fulfilling these core business activities. The overall aim of this Travel Plan is to enable efficient and optimal travel choices, which support UCL's business, minimise social and environmental impacts and respect and contribute to the local transport agenda and London's wider transport challenges amongst other things. To achieve this, UCL will be seeking to reduce the amount of travel which is undertaken, and encouraging a modal shift by promoting and increasing cycling, walking, and the use of 'sustainable' public transport.

This Travel Plan puts in place provisions to support travel to and from UCL's main Bloomsbury campus. It has been developed in consultation with UCL senior managers, project teams, staff and students and external stakeholders, and presents a framework of actions to deliver its objectives. The Travel Plan spans a five year period; it will be reviewed annually and updated as our understanding of the scale of the challenge and opportunity develops and the quality of UCL travel data improves.

## 1.1 Scope

This plan relates to UCL's main campus and buildings in Bloomsbury.

## 1.2 Aims and Objectives

**The aims of this Travel Plan are to:**

- Enable efficient and optimal travel and transport choices to be made;
- Improve sustainability and reduce our social and environmental impact from travel and transport;
- Improve staff and student health, well-being and work life balance;
- Enhance business resilience and contingency during periods of travel disruption
- Contribute to and influence the delivery of regional and local transport policies

**These aims will be achieved through the following key objectives:**

- Reducing the need to travel for work and study, where appropriate, through IT and flexible working arrangements;
- Enhancing travel mode choices for journeys, through the provision of appropriate information, infrastructure and support;
- Improving data capture, analysis and presentation to inform decision making;
- Working in partnership with our neighbours, borough councils, Transport for London, transport groups and other stakeholders to improve sustainable travel outcomes

- Improving the logistics of managing UCL's day to day operations as well as construction projects and therefore contributing to a reduction in traffic, congestion and improved air quality

UCL will deliver these aims and objectives through a series of specific measures outlined in this document.

### 1.3 Ownership

The UCL Environmental Sustainability (ES) Strategy was approved by the Provost and the UCL Council in April 2013. The Strategy, which was produced in consultation with the UCL Community, places a commitment on the institution to review and revise its Travel Plan.

Ownership of the Travel Plan and its objectives ultimately resides with UCL Council and the Provost. Implementation of the Plan is delegated to all staff and students at UCL.

Joanna Marshall-Cook is the current Travel Plan Co-ordinator, who sits within the UCL Estates Department. The Travel Plan co-ordinator has responsibility for implementing the Travel Plan, collating and analysing data to inform its objectives and actions; and communicating, reviewing and updating the Travel Plan. This will be done in consultation with members of the UCL Environmental Sustainability Steering group, which acts as the consultative body for matters concerning the UCL ES Strategy and reports back to the Provost and Council.

### 1.4 Wider Policy Context

This plan takes account of the recommendations outlined in the Transport for London (TfL) guidance 'Travel Planning for New Developments in London' and 'Travel Planning Guidance' 2013. It also addresses the requirements of the London Plan (2011), as well as guidance identified in CTC document 'Cycle Friendly Design and Planning' and The London Plan cycle parking standards.

In addition and specifically to meet the planning requirements of the UCL Bloomsbury Masterplan, the document addresses the requirements of Camden Planning Guidance (CPG 7) – Transport, and Development Policy DP16 - The Transport Implications of Development, and applies these across the whole campus.

Transport Logistics for UCL developments will be addressed briefly within this document. UCL is currently developing a strategic approach to logistics management during construction.

### 1.5 UCL Development Activities

UCL is embarking on a major construction and refurbishment programme during the next 10 years, as set out in the Bloomsbury Masterplan: [www.ucl.ac.uk/masterplan/assets/documents/ucl-bloomsbury-masterplan-nov2011.pdf](http://www.ucl.ac.uk/masterplan/assets/documents/ucl-bloomsbury-masterplan-nov2011.pdf) The focus of the Bloomsbury Masterplan is to increase space for learning, teaching and research, to improve student and staff facilities, and to contribute to the student experience. As part of these works, UCL is committed to improving the Bloomsbury environment in order to meet the objectives of this travel plan. Current projects in the masterplan that are expected to be delivered over the period covered by the Travel Plan and will increase floorspace are as follows:

Masterplan project	Anticipated additional floor space (m2)	Type of development	Construction timeframe	Progress to date
New Student Centre	6,296	Student centre (computer clusters, seminar spaces, learning spaces)	Oct 2015-2018	Consultant team appointed July 2014.
Wates House	9,750	Offices, lecture theatres, seminar rooms, workshops	Feb 2014 – Feb 2016	Planning application approved.
Anatomy building extension	2,640	Laboratories, seminar rooms, offices.	Mar 2018 – Jul 2021	
Farr Institute	1908	Change of Use to lecture theatres and offices	Due for occupation early 2014	Occupied in April 2014
LAWS	1,216	Offices, lecture theatres, seminar rooms	May 2014 – Dec 2015	Planning application approved.
<b>Total</b>	<b>21,810</b>			

A transport assessment is likely to be required for some or all of these projects. However, in cases where this is not required for the works (under CPG7), a short Transport Statement will be submitted as part of the town planning process to support the development proposals in addition to the Design and Access Statement. In addition, a short site-specific Travel Plan will be provided for each of these developments to articulate targets and specific measures to promote sustainable travel choices. These site-specific Travel Plans will reflect the aims and objectives of this UCL-wide Travel Plan.

The majority of the Master Plan works enhance existing facilities or provide new support facilities (such as the new Student Centre); as such the number of person trips per day is unlikely to increase significantly. However, UCL is predicted to continue to grow during the next 5 years. Based on a current Estate of 451,075 sq m (source: HESA EMR statistics 2011/12), an increase of 6% is estimated by 2016. Only 6,000 sq m of this increase is likely to be from additional buildings, with the remaining 22,000 sq m acquired from the refurbishment and optimisation of available space. Growth in number of staff is expected at 3.4% and students at 2% pa. 2012/13 staff numbers were 9,800 and student numbers were 21,000.

## 2 The Present Situation

### 2.1 Regional and Local Transport Context

UCL's Bloomsbury Campus is located in a highly accessible area, with a Public Transport Accessibility Level (PTAL) of 6b; the highest level possible. London is very well served by public transport, making getting around on buses, the underground or trains easy. The campus is surrounded by an extensive network of bus routes using dedicated bus lanes (Figure 10). The London Underground serves all of the Bloomsbury Campus and connects major rail stations facilitating the use of public transport to access all except the most remote sites (Figure 11). London is served by an extensive road and motorway network, including the M25, M2, M20, M26, M23, M3, M4, M40, A1(M), M1 and M11, and major link roads providing access to and from other parts of the UK, ports and airports.

Provision for cyclists and walkers through designated routes and signage continues to improve. There are a number of measures that will improve cycle safety, including continuous and physically segregated cycle routes, cyclist and HGV driver training, better driver awareness of cyclists and respect on the road. Whilst not all of these are within our ability to change, they lie within our realm of influence, and we will lobby and engage with others to improve cycle safety on London roads, so as to encourage more staff and students to cycle to and from UCL.

The Stations Circular route (formally seven stations link) provides an example of cycle route improvements (Figure 12), aiming to link seven rail stations in London through a high quality cycle network. TfL consulted on a central London cycle grid early in 2014, which would improve cycle lanes close to UCL. This is now being implemented by local boroughs, including a pilot area in Bloomsbury. UCL will also seek to improve cycle routes between its London sites by engaging with local cycle groups and local boroughs.

'Legible London' wayfinding signage for pedestrians was set up by TfL and has been adopted by Camden. It aims to create a standard pedestrian wayfinding and signage system for central and inner London (Figure 13). UCL will seek to adopt a similar approach to wayfinding at decision points and in complex spaces, in line with its Public Realm Strategy, linking UCL sites and key locations such as stations and places of interest, to encourage people to select their own route and to walk to their destination.

### 2.2 UCL Travel Activities

Travel related activities at UCL include:

- Commuter and end of term travel:
  - Daily travel by staff and students to and from UCL and around campus between buildings;
  - End and start of term travel for students, both within the UK and internationally;
- Business travel:
  - Daily travel by visitors to and from UCL;
  - Staff and student travel for attendance at conferences, meetings etc. at locations other than UCL;

- Departmental travel of undergraduates and postgraduates for field studies in the UK and internationally; and
- Travel/Transport related to construction and operations:
  - Deliveries to departments, the library, shop and union, catering and vending outlets, as well as waste and cleaning services.
  - Construction related travel
- Travel for attendees at Graduation Ceremonies
  - UCL's graduation ceremonies attract a significant number of people from all over the world. It is therefore important that people are aware of all travel options

### **2.2.1 Commuter and end of term Travel**

Figures 1 and 2 show visual mapping of staff and student term time residences based on postcodes, and could be used to extrapolate daily distances travelled. There is a large population of students (16,746) and staff (3,939) that reside within 10km of the Bloomsbury campus. This suggests that there is an opportunity for UCL to encourage those living within this 10km catchment to cycle to UCL, and to encourage those living closer to walk, by improving infrastructure and providing clarity on routes, travel distances and time. Figures 3 and 4 indicate home residences of European and International students, and indicate the challenge to try to reduce the impact associated with end of term travel for this cohort of students.

The staff and student survey of environmental behaviours undertaken in 2012, facilitated the collation of some travel data. This has been used to determine daily and end of term travel mode choices (see Figure 5). The survey showed that the majority of students travel to and from UCL by train at both the beginning and end of the academic year and for mid-year term breaks. Car passenger use is elevated at the start and end of the academic year, which is likely to reflect the transportation of belongings; car use alone is very low. In terms of daily travel to and from UCL, over half of students who responded (59.97%) live within 8 km of their destination at UCL which supports the postcode mapping exercise. Public transport, cycling and walking are the most frequent modes of transport used by students for their commute. Information gathered on staff commuting journeys reflects that of student travel, with high usage of public transport, cycling and walking.

The 2012 survey also indicated that car travel is not a significant mode of transport for staff and students, and the challenge is therefore to maximise the use of healthier travel modes, where possible. Car journeys are made by staff members living outside Greater London as part of a staged journey including transport on overland train into central London. The survey pool for this data is quite small (only 2.5% of students and 8% of staff). Census data has therefore been used to provide a comparison modal split (shown in Figure 6). UCL acknowledges that some students and staff and in particular those travelling longer distances, will need to use overland rail or public transport modes. Impact reduction in these circumstances will be through encouraging alternative working arrangements and study practices to reduce the number of journeys made.

### **2.2.2 Business travel**

Business travel data has been produced by assessing procurement codes for travel. Business travel at UCL gives rise to an estimated 26,204 tonnes of carbon dioxide (CO<sub>2</sub>e) per annum, and contributes 15% of the total scope 3 carbon dioxide emissions. Changes in staff and student



behaviour can contribute significantly towards reducing emissions, especially when supported by appropriate incentives and initiatives.

### **2.2.3 Deliveries**

A survey of delivery and service vehicles was undertaken in March 2012 and this determined that approximately 1,000 vehicles visited the Bloomsbury campus over 10 working days. The peak time for deliveries was between 09:00 and 12:00. Vehicles tend to be on campus for an average of 28 minutes. 78% of vehicle visits are deliveries and 12% collections, with the remaining vehicles being contractors visiting the site. UCL aims to introduce measures to reduce the number of deliveries to its sites.

UCL also has a small fleet of vehicles used in and around its Central London complex for mail services, distribution of goods and small removals. Two are diesel, one is petrol, one is electric and one is LPG dual fuel. Two electric vehicle charging points are located at Bedford Way car park for use by contractors.

### **2.2.4 Graduation ceremonies**

Due to the very limited car parking availability at UCL all attendees to graduation ceremonies will be encouraged to arrive using public transport.

### **2.2.5 Existing infrastructure**

#### *Car and Motorbike Parking Provision*

UCL's parking spaces are distributed across the campus and satellite estate (Table 2). Spaces are allocated using a paid permit system, under different categories (e.g. staff, leased, disabled parking) as outlined in Table 3, the permit normally guarantees a space. At present all permits have been sold, although the parking spaces are not always occupied. Since 2001, UCL has increased the cost of Bloomsbury annual parking permits from £587 to £1,116 for salaries less than £25,000p.a., and from £893 to £1,645 for salaries greater than £25,000p.a., to encourage alternative ways of travelling to work (and study).

Since its last travel plan, UCL has also significantly reduced the number of parking spaces on the Bloomsbury Campus from 225 (2001) to 18 (2013). With an average of 5,725 staff this is a ratio of 1 space per 318 staff. However, UCL buildings outside of Bloomsbury and Fitzrovia have a greater number of car parking spaces (not included in the scope of this travel plan). Several buildings also have some provision for disabled parking.

UCL's approach is to avoid over allocation of permits which can result in unpredictable and unmanageable fluctuations on parking and traffic in neighbouring streets that often happens where permits are issued to all staff for use of places on a 'first come, first served basis.

Overall car use for travel to work does not contribute significantly to UCL travel related emissions and as such reducing car use for travel to UCL is not a primary focus of this Travel Plan.

UCL does not provide company cars for any of its employees.

### *Cycle infrastructure*

During 2014 UCL increased the number of cycle parking spaces on the main campus from 523 to 668, these are a mixture of Sheffield stands, Camden hoops and Cyclehoops. 515 spaces are monitored by CCTV.

Based on a 2013 survey the busiest daytime cycle rack locations are at South Junction, Wates House, Bloomsbury Theatre, rear of the Anatomy Building and Malet Place, with flyparking on railings at North Quad, South Quad, Gower Place, Wates House and Bloomsbury Café (Figure 7).

The busiest night time location is South Junction. The cycle pods at Medawar were underutilised possibly due to the difficulty in securing the cycle frame, these have since been replaced with Sheffield stands. Lower usage is also noted at The Rayne Institute, 1-19 Torrington Place (over ground) and Anthropology, all at less than 33%.

As can be seen from Figure 7 there is uneven demand for cycle parking across the campus, which indicates that rather than providing cycle parking next to all buildings, it may be sensible to develop hubs of cycle parking and associated facilities, particularly close to entrances to the campus. Thereby focussing new cycle stands in popular areas that students frequently visit and use as the entrance to the campus.

A detailed list of existing cycle parking provision with a map is provided in Figure 8. An interactive map showing the location of cycle parking facilities is provided on the Green UCL website.

### *Showers*

A similar survey was undertaken of shower provision across UCL buildings in April 2013 (Figure 9). There are a total of 53 showers across the Bloomsbury campus for cyclist use. Seven of the showers on the Bloomsbury campus are restricted to laboratory or catering staff, with the majority of others observed in regular use. Not all showers are in locations where students have free access to them, resulting in a reduced provision for students. A full list of showers available and their location is provided on the Green UCL website.

## **2.2.6 Existing communications and events**

The Green UCL website promotes sustainable travel choices by providing information on:

- Existing facilities (such as cycle parking and showers)
- Schemes such as the Cycle to Work scheme
- Public transport

In 2013, UCL joined the Transport for London (TfL) Cycling Ambassadors Campaign to promote safer cycling at UCL. As members of the scheme UCL has access to free cycling support for all students and staff; including cycle training, cycle maintenance checks, information on cycle routes and parking, as well as fun cycling events. Training is provided by Cycling Ambassadors recruited by TfL, who deliver all levels of on-street training focussing on navigating roads and busy junctions more safely and with greater confidence, co-ordinating events and cycle health-checks. UCL Volunteer Ambassadors help to promote a cycling community within the college and act as the main point of contact for all cycle-related queries and any questions or concerns regarding cycle safety at UCL.

## 2.3 The Travel Hierarchy

The environmental impact of UCL travel related activities should be reduced by the measures outlined in this plan and through the adoption of a travel hierarchy (see Table 1) for UK and European travel, once the need to travel has been defined.

It is recognised that once the need for long haul international travel has been defined and justified, air travel is the only feasible option. Flight data will be captured and air miles will be monitored.

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## 3 Looking Forward

Based on the aims of the Travel Plan, the current travel patterns observed and the existing infrastructure on the estate, the following five objectives for encouraging sustainable travel choices have been identified:

- Reducing the need to travel for work and study, where appropriate, through IT and flexible working arrangements;
- Enhancing travel mode choices for journeys, through the provision of appropriate information, infrastructure and support;
- Improving data capture, analysis and presentation to inform decision making;
- Working in partnership with our neighbours, borough councils, Transport for London, transport groups and other stakeholders to improve sustainable travel outcomes
- Improving the logistics of managing UCL's day to day operations as well as construction projects and therefore contributing to a reduction in traffic, congestion and improved air quality

### 3.1 Reducing the need to travel

#### 3.1.1 Reducing the need to travel to work

UCL has a published Work-Life Balance Policy to promote flexible working arrangements, meet the needs of UCL and its employees, reduce the need for rush hour commuting and encourage an element of working at home. A substantial number of UCL work contracts for academic and administrative staff allow for flexible working hours, promoting "core business within core hours", which eases the burden on rush hour public transport and promotes flexibility for the employee and UCL. The Policy acknowledges that the options available to an individual or group of staff will depend largely on the nature of their work, location of the workplace and the size of the team with which they work, but seeks to support employees and managers wishing to adopt flexible working arrangements. It does not mandate home working and acknowledges that it is unlikely to be available to all employees. That said, elements of flexible working can play a role in supporting business continuity.

UCL does not currently capture data on frequency of home working as it tends to be arranged locally between line managers and staff. During its next travel survey in 2015 UCL will seek to clarify the impact on its carbon footprint of homeworking.

The provision of better infrastructure is likely to encourage more employees to work in a flexible manner: using video conferencing facilities for meetings, avoiding rush-hour traffic and so on. Good space planning and smart IT solutions facilities can support this.

**ACTION:**

*UCL to support flexible working through provision of solutions, such as Skype, video and voice conferencing and access to UCL networks for staff and students.*

### **3.1.2 Reducing the need to travel for business and study**

UCL is seeking to minimise transport related impacts associated with business, study and research through a series of measures outlined below. Where travel is considered essential to perform business or study activities, UCL has set up an internal carbon offset scheme. This places a carbon price (tied to the price of carbon under the CRC scheme) for flights that is recouped by the UCL travel partner when tickets are purchased. The revenues from the carbon offset scheme are recycled back into Green UCL programmes.

#### *Video and Voice Conferencing*

A large number of seminar and lecture rooms in UCL are equipped to enable voice conference calls, thereby reducing the need to travel for meetings or lectures. In addition, there are currently six video-conferencing suites across campus. UCL will seek to promote their use across all departments and aim to introduce these facilities into the refurbishment of office and social spaces. Data on usage will be captured to understand up-take and carbon savings achieved.

**ACTION:**

- *All departments to increase the use of telephone and video conferencing, if feasible and appropriate*
- *Future capital project refurbishment of office or teaching spaces to review existing Smart Communications provision for the department and include in the scope (where appropriate)*
- *Ensure that all rooms, which are enabled for smart communications, are indicated on the UCL room booking system.*

### **3.1.3 Reducing the need to visit UCL**

UCL seeks to influence the travel choice of visitors by providing voice and tele-conferencing facilities for meetings. Where face-to-face meetings are necessary, UCL will make visitors aware of the public transport options and cycling/walking facilities available. Furthermore, they will be made aware of the shortage of parking spaces at UCL and the difficulties in parking in the surrounding area.

## 3.2 Promoting Travel Mode Shift through information, infrastructure and support

The mode split for daily commutes to UCL indicates very low car usage and as such promoting mode shift from car to other forms of transport for commuting is a reduced priority. However, it remains a focus for business travel.

UCL will encourage the use of public transport over other forms of motor transport, whilst promoting a mode shift from public transport to walking or cycling, to optimise the health benefits of sustainable transport.

Data about UCL's business travel shows that there is a significant impact from business flights. Therefore steps to try and promote train travel for shorter journeys instead of short haul flights will be carried out.

### 3.2.1 Walking

UCL will encourage commuters and visitors to walk to its premises by providing appropriate signage and way marking that shows distance and walking times between UCL buildings, stations and amenity features. The UCL maps and 'Green UCL' web site will also provide links to walking route journey planning sites to optimise choice. UCL currently promotes 'Camden Stravel' web based reward scheme, which allocates distance related points to walkers, runners and cyclists in exchange for their chosen reward (pizza, bike shop discounts, high street store vouchers etc.). UCL will continue to promote its use through events and marketing. In addition UCL is exploring the use of on-line Personal Travel Planning (such as MyPTP) to provide accurate and personalised information to commuters to help them make an informed choice about the travel modes for their journey to UCL.

Alongside planned improvements to wayfinding; showers, lockers and drying facilities for staff and students who walk, run or cycle to campus will be improved.

The potential for providing "mileage" for business travel undertaken on foot over a certain distance will also be explored.

#### ACTION:

- *Enhance wayfinding on campus and between UCL buildings to promote walking between sites and key destinations, in accordance with the UCL Public Realm Strategy. Provide walking distance and time maps on the Green UCL web-site.*
- *Improve the provision of showers, lockers and drying facilities through on-going refurbishment works*
- *Explore the use of on-line Personal Travel Planning to provide accurate travel information to promote mode choice to staff and students.*
- *Explore providing mileage for walking for business travel over a certain distance.*

### 3.2.2 Cycling

Cycling in London continues to increase in popularity, as it is a low-cost and healthy way to move around the city. Safety is paramount when promoting cycling to UCL staff and students, and safe

cycling and bike maintenance features high on UCL's action plan to ensure its cyclists keep safe on London's roads.

### *Cycle Routes*

Information on cycle routes in the vicinity of UCL and the wider area, such as the Seven Stations Cycle Link will be made available to staff and students on the Green UCL website, along with information and maps showing cycle parking and Barclays London Cycle Hire Scheme docking stations, to help staff and students plan their cycle route to their destination. UCL will work with local partners to encourage additional cycle routes in the vicinity of UCL, for example the removal of vehicles from Torrington Place.

### *Cycling Schemes and Events*

UCL supports the UCL Union BikeLogic cycle repair and reuse initiative – a scheme where cycles that are left behind or unwanted at the end of term are repaired and resold to students. UCL is working with UCLU to help them find premises from which to operate alongside a bike repair workshop to encourage users to learn how to maintain and repair their own cycles, or for them to be repaired. Opportunities to encourage International Students (who are often only in the UK for a short time) to cycle will be investigated, for example an internal cycle hire scheme.

UCL will also participate in National and Global transport and sustainability events, such as Bike Week and World Environment Day.

### **ACTION:**

- *Provide road safety cycle training, events and bike workshops to staff and students through the Cycling Ambassadors Scheme for London, and through schemes such as BikeAbility & Doctor Bike elsewhere. Actively engage with students to encourage uptake of cycle safety training.*
- *Provide information on cycle networks, training sessions and events through the Green UCL web site.*

### *Cycle Infrastructure*

To address the high demand for cycle parking (particularly on the Bloomsbury Campus) UCL will increase cycling provision based on a 'cluster' or 'hub' approach to the siting of racks. Consultation with cyclists about their needs indicates that the majority of them prefer to park close to their destination and that proximity to destination takes priority over other factors such as secure or covered parking. To address these needs, whilst taking into account local planning guidance, best practice, and the transient nature of some of UCL student spaces; UCL will continue to increase its number of racks across the campus in small clusters of up to 40 spaces. These clusters will be served by nearby showers and lockers (see Figure 14).

For new developments, UCL will meet building user requirements that align with local planning guidance. Based on current plans to increase floor space on the core campus, 171 additional cycle parking spaces would be required. Where possible these will be sited either within the building or as close to possible to the building to make it easier for users, and will link in with the cycle hub approach. Shower and locker provision will be incorporated into new developments to extend the network of cycle 'Hubs'. All new UCL residence developments will have adequate cycle parking

provision on site for students. UCL is committed to assessing the on-going need for facilities for cyclists across the College, to ensure that the supply of such facilities keeps pace with demand.

To improve cycle security and safety, UCL will provide well lit, covered and secure cycle racks with CCTV installed where possible. Cycle shelters will also be installed at many existing locations, although a number of short-stay uncovered racks will also be provided to maximise cycling provision across campus. It is proposed that 300 additional cycle racks will be provided by 2019, with a further 200 provided within the next 10 years (subject to space being available).

Elsewhere around campus cycle pumps and key tools will be available at Cycle Hubs for use by cyclists who need to repair punctures or undertake other minor repairs.

UCL will explore opportunities with its research community to develop a phone app or similar IT platform to facilitate notification of when cycle racks are full and the location of the nearest available cycle space.

#### *Financial Arrangements*

In order to promote the use of owned cycles, UCL will continue to offer staff (contracted to be in post for at least 12 months) the 'cycle to work' scheme - to save on the cost of buying a bicycle. UCL will also engage with TfL to explore opportunities to discount the cost of use for Barclays London Cycle Hire cycles by UCL staff and students for business or research related travel. The scheme is promoted to all new staff, and is described on the Green UCL website.

Where personal cycles are used for business commuting UCL provides a cycle allowance of £0.20 per mile. This will remain in line with HMRC mileage allowances. This is advertised on the expenses area of UCL's intranet.

#### ACTIONS:

- *Develop a detailed programme of work to upgrade current cycling provision across UCL (including satellite and remote sites) to create 'Cycle Hubs' and 'Clusters'. Install cycle racks, CCTV, shelters, repair kits and lockers, and upgrade showers to enhance cycling facilities.*
- *Work with UCLU to support Bike Logic and cycle repair workshop and the end of year bike sale.*
- *Explore the development of a phone app in conjunction with the Department of Computer Science to identify available cycle spaces and to notify cyclists of the nearest available space.*
- *Engage with TfL to explore opportunities to discount the cost of use for Barclays London Cycle Hire cycles by UCL staff and students for business or research related travel (and to allow use to be claimed on expenses).*
- *Investigate an internal cycle hire scheme using abandoned bikes to encourage students who are only at UCL for a short time to cycle.*

### 3.2.3 Public Transport and reducing short-haul flights

UCL will continue to encourage staff, students and visitors to use sustainable transport options including walking and cycling in preference to private car, cab or short-haul flights for commuting and business travel. Use of public transport will be encouraged through the provision of:

- Interest free loans to staff for the purchase of public transport annual season tickets;
- Use of electronic personal travel planning tools such as 'MyPTP' to optimise commutes by public transport and facilitate mode choice.
- Negotiating travel discounts with TfL through UCL Departmental Oyster Cards for use by staff and students for business or research related travel in London.
- To encourage taking the train instead of taking short-haul flights UCL will provide on the expenses system travel times and fares for taking the train to major cities in the UK, where flights may be likely.
- Investigate how UCL's travel policy could be adapted to promote business travel by train instead of plane where this is feasible.

#### ACTION:

- *Engage with TfL to explore opportunities to discount the cost of public transport use for staff and students for business or research related travel.*
- *Explore the use of on-line personal travel planning to provide accurate travel information to promote mode choice to staff and students.*
- *Potential changes to the expenses system will be investigated to allow first class train travel for long journeys (similar to the current system for long flights).*
- *Provide travel times for major cities in the UK, where flights may be likely, on the expenses system.*

### 3.2.4 Reducing car and motorbike use

To continue to discourage staff and students from travelling to campus by car, annual charges for the remaining parking permits will continue to be increased above the level of inflation. UCL will also continue to reduce parking places available. As developments impact on existing places, these will not be replaced other than for disabled parking. Spaces will also be displaced to provide additional cycle parking provision.

## 3.3 Improving data capture, analysis and presentation to inform decision making

Travel data within UCL is limited in its availability due to the divergence of purchasing methods, the use of independent travel providers and use of the expenses system to claim back costs without an indicator of travel incurred. UCL will seek to improve this data, whilst accepting that there will be an element of estimation in the data for some time. In the interim, a method of capturing data will be applied so as to standardise this means of estimation and to ensure consistency in reporting and data analysis. The methodology outlined in Appendix 3 will be applied to the different sources of travel data.



UCL will undertake surveys of staff and student travel commencing in October 2014 and thereafter taking place at 6 months, 1 year, 3 years and 5 years after the initial publication of this Plan, to better understand travel mode choice, barriers to change and the impact of the Plan and to obtain further information to assist in the delivery of the initiatives outlined in this Plan.

**ACTION:**

- *Work with staff, students and Ian Allan Travel to capture travel data through expense claims and corporate travel services so as to realise year on year improvements in travel data accuracy.*
- *Capture interim data using the methodology outlined in Appendix 3 of the UCL Travel Plan for UCL owned vehicles, business travel, staff and student daily commuting, and end of term student travel.*
- *Undertake a Staff and Student travel survey during 2014*

To encourage modal shift, communications of travel data is critical. UCL will seek to improve the current provision of travel data for the UCL community through its own website as well as links to external sites with real-time information. The following communication activities will be undertaken with staff:

- Developing an inter-departmental competition to encourage staff and students to make more sustainable travel choices.
- Improving the area of the Green UCL website that gives information on travel choices, with links for travel planning, information on existing facilities for cyclists and walkers and maps.

### 3.4 Working in partnership with our neighbours, borough councils, Transport for London, transport groups and other stakeholders to improve sustainable travel outcomes

UCL seeks to work in partnership with local authorities, Government, its neighbours and other businesses to provide shared provision for cyclists close to UCL properties and to improve safety and security for cyclists and walkers. In this regard, UCL is already a member of the Camden Cycle Crime and Safety Partnership and has developed a good working relationship with the Camden Borough cycling team.

UCL will lobby Local and National Government to improve the safety of road junctions and alignment to improve sight of and safety for cyclists using the road networks around UCL properties. UCL will also work with other University of London sites to share cycling facilities and information for staff and students.

To promote the wider benefits of sustainability, UCL will consider the benefits of joining the Camden Climate Change Alliance Initiative during the first year of the implementation of this Plan and attain the Going Green Mark of Achievement under this scheme within 2 years of Plan implementation

**ACTION:**

- *Build partnership with a range of stakeholders to promote safe cycling and sustainable travel practices.*
- *Consider joining Camden Climate Change Alliance Initiative and attain the Going Green mark of Achievement within 2 years*

### 3.5 Improving the logistics of managing UCL's day to day operations as well as construction projects and therefore contributing to a reduction in traffic, congestion and improved air quality

Suppliers bidding for contracts are made aware of UCL's Travel Plan and their environmental response is taken into consideration when awarding contracts.

UCL is currently capturing a limited amount of carbon emissions data associated with supply chain activities and deliveries and is seeking to improve the quantity and robustness of the data captured. The requirement to provide UCL with transport data associated with deliveries will be included in future contracts so as to improve transparency and understanding of the environmental impact of deliveries.

UCL will work with its suppliers to ensure that all HGV and LGV drivers who supply UCL have undertaken FORS or equivalent cycle safety training; this will be embedded within contracts going forward. UCL will undertake checks to ensure that this is being implemented. UCL will work with those suppliers that regularly deliver to UCL using HGVs, to install vehicle guards where possible. Where this is not possible other safety measures are to be considered so as to offer protection to cyclists.

**ACTION:**

- *Work with suppliers to improve the robustness of data capture for deliveries to UCL and removal of materials (e.g. waste) from UCL.*
- *Work with suppliers to improve cycle safety training through FORS (or equivalent) for drivers of HGV and LGV's, and embed this within contracts. Work with suppliers that regularly use HGV's to deliver goods or provide services to UCL to install safety features to their vehicles that offer protection to road cyclists, such as cycle guards and/or blind spot cameras, wherever possible.*
- *Run 'Exchanging Places' events at least once annually to help cyclists and HGV drivers appreciate each other's perspectives when on the road*

#### **3.5.1 Construction Logistics**

UCL has an ambitious capital programme for its Bloomsbury campus over the next 10 years. The management of construction impacts, including deliveries is being incorporated into the project and interface planning for these projects. In June 2014, UCL appointed a third party Construction Logistics Provider to work in partnership with UCL to improve the management of construction deliveries and to provide a site logistics service. All construction deliveries, other than direct-to-site loads (such as concrete, rebar, aggregates) will be diverted to an off-site logistics construction consolidation centre (LCCC) at Silvertown. Deliveries will be unloaded and consolidated into project

work packages for distribution to site. This will reduce deliveries to site by up to 70%, reduce congestion and realise associated savings in air quality emissions. All LCCC vehicles are low emissions (Euro 5 or 6) and the fleet is FORS silver accredited. All drivers have received Safer Urban Driving training as well as FORS training. On arrival at UCL the pre-booked vehicles will be received and unloaded within a Logistics Zone, to enable distribution to projects using smaller vehicles or trollies. The Logistics partner will provide traffic marshalling for all vehicles entering the campus and will manage access so as to ensure segregation of pedestrians and cyclists from construction vehicles. The Logistics partner will also collect waste bins from project teams, enabling UCL to use a centralised waste contractor from August 2014, which will collect construction waste from specific locations. This provides additional control and reduces the number of waste vehicles on the local road network and on campus roads. UCL is considering a similar approach for its daily operational logistics.

ACTION:

- *Monitor the impact of the Logistics Partner and LCCC through the use of KPIs and report against performance targets.*
- *Improve operational site logistics to achieve a 25% reduction in delivery vehicles on campus by 2015 (2013 baseline).*

### **3.5.2 UCL Vehicles**

The future procurement of vehicles will consider fuel efficiency and whole life costing including carbon costing. New 'green' technologies will be trialled and adopted where appropriate.

ACTION:

- *Future procurement of vehicles will consider fuel efficiency and whole life costing including carbon. New 'green' technologies will be trialled and adopted where appropriate.*
- *The use of bikes for local deliveries will also be investigated.*

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## **4 Monitoring and Review**

The Travel Plan and information on progress against the actions outlined in the Plan will reside on the Green UCL web-site. Initiatives and events will be communicated through a range of mechanisms to promote it and raise awareness about its objectives, delegated responsibilities, initiatives and events.

Progress against Actions will be monitored through the milestone surveys and also throughout the year as part of the Environmental Sustainability Management System (ESMS) Programme and reported annually to the Estates Management Committee as part of the UCL ESMS cyclical review process. The Travel Plan spans five years, but will be reviewed annually and with a formal review during 2016/17; however if improvements are required as a result of the annual review these will be incorporated into the Plan and a revised version will be issued. The review will consist of an update of:

- Travel data
- Targets
- Action plan
- Objectives
- Site details

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## **5 Action Plan**

The Action Plan below summarises the commitments made in this Travel Plan. Progress against the targets identified will be regularly monitored by the UCL Travel Coordinator.

Ref.	Action	Completion date	Department	Action Owner	KPI/Success criteria	Review Frequency
<b>1. Reducing the need to travel to work</b>						
1.1	UCL to support flexible working through provision of solutions, such as Skype, video and voice conferencing and access to UCL networks for staff and students.	Ongoing	ISD & Estates	Director of Estates	% Reduction in number of commuter journeys	2016, 2019
<b>2. Reducing the Need to Travel for Business and Study</b>						
2.1	All departments to increase the use of telephone and video conferencing where feasible and appropriate	Set up by 2014, then ongoing	All Departments	Heads of Department	Tonnes of carbon savings logged	Annual
2.2	Future capital project refurbishment of office or teaching spaces to liaise with ISD to review existing Smart Communications provision for the department and include in the scope if none is available (where appropriate).	Set up by 2014, then ongoing.	Estates Capital Projects (SM or PM) & ISD	Strategy Managers	Smart Comms reviewed during Stage 1 of Project Process. No. of capital project refurbishments including Smart Comms	Annual
2.3	Ensure that all rooms which are enabled for smart communications are indicated on the UCL room booking system.	2015	Estates Facility Services	Head of Room Bookings	% Increase in number of bookable rooms with Smart Comms	Annual

Ref.	Action	Completion date	Department	Action Owner	KPI/Success criteria	Review Frequency
<b>3. Promoting Commuter Mode Shift</b>						
3.1	Enhance wayfinding on campus and between UCL buildings to promote walking between sites and key destinations, in accordance with the UCL Public Realm Strategy. Provide walking distance and time maps on the Green UCL web-site and as part of induction materials for new staff and students.	2015	Estates - Capital Projects	Strategy Manager/ Travel Coordinator	Improved wayfinding	2015, 2019
3.2	Potential changes to the expenses system will be investigated to allow first class train travel for long journeys (similar to the current system for long flights).	2015	ES team	Travel Coordinator	Expenses system changed	2015
3.3	Provide travel times for major cities in the UK where flights may be likely on the expenses system.	2015	ES team	Travel Coordinator	Information provided on website	2015
3.4	Improve the provision of showers, lockers and drying facilities through Estates' maintenance and refurbishment programmes	Ongoing	Estates	Travel Coordinator	% increase in showers, lockers and drying facilities across campus	2015, 2019
3.5	Explore the use of on-line Personal Travel Planning to provide accurate travel information to promote mode choice to staff and students. Trial with major refurbishment projects or individual departments	2015 then ongoing	Estates – Capital Projects	Project Manager / Green Champion of trial department	Year on year % increase in uptake of PTPs. % mode shift	Annual
3.6	Provide road safety cycle training, events and bike workshops to staff and students through the Cycling Ambassadors Scheme for London, and through schemes such as BikeAbility & Doctor Bike elsewhere. Actively engage with students to encourage uptake of cycle safety training.	Ongoing	UCL Estates / Students	Travel Coordinator, Cycling Ambassadors	% increase in uptake of cycle safety training	Annual

Ref.	Action	Completion date	Department	Action Owner	KPI/Success criteria	Review Frequency
3.7	Provide information on cycle networks, training sessions and events through the Green UCL web site and social media.	Ongoing	Estates ES Team	Sustainable Behaviour Assistant	n/a	Annual
3.8	Develop a detailed programme of work to upgrade current cycling provision across UCL (including satellite and remote sites) to create 'Cycle Hubs' and 'Clusters'. Install cycle racks, CCTV, shelters, repair kits and lockers, and upgrade showers.	Ongoing	Estates	Travel Coordinator	40 % Increase in cycle racks by 2015.	2015, 2019
3.9	Work with UCLU to support Bike Logic and cycle repair workshops.	2014 then ongoing	Estates	Strategy Manager (space) and Facility Services (ongoing support)	Number of cycles through BikeLogic pa	2015. 2019
3.10	Develop a phone app in conjunction with the UCL research community, to identify available cycle spaces and to notify cyclists of the nearest available space.	2015	ES Team	Travel Coordinator	n/a	2016
3.11	Engage with TfL to explore opportunities to discount the cost of use for Barclays London Cycle Hire cycles by UCL staff and students for business or research related travel (and to allow use to be claimed on expenses).	2015	ES Team	Travel Coordinator		2016
3.12	Investigate an internal cycle hire scheme using abandoned bikes to encourage students who are only at UCL for a short time to cycle.	2015	ES Team	Travel Coordinator	Internal cycle hire scheme developed	2015

Ref.	Action	Completion date	Department	Action Owner	KPI/Success criteria	Review Frequency
<b>4. Supply Chain and Deliveries</b>						
4.1	Work with suppliers to improve the robustness of data capture for deliveries to UCL and removal of materials (e.g. waste) from UCL.	2014 then ongoing	Estates Facility Services & Capital Projects, Procurement	Travel Coordinator	Increased quality of data captured	2015, 2019
4.2	Work with suppliers to improve cycle safety training through FORS (or equivalent) for drivers of HGV and LGV's, and embed this within contracts. Work with suppliers that regularly use HGV's to deliver goods or provide services to UCL to install safety features to their vehicles that offer protection to road cyclists, such as cycle guards and/or blind spot cameras, wherever possible.	2016	Facility Services, Procurement	Travel Coordinator and Head of Facility Services, Head of Procurement	100% of new contracts referencing FORS and cycle safety features by 2015.	Annual from 2014
4.3	Run 'Exchanging Places' events at least once annually to help cyclists and HGV drivers appreciate each other's perspectives when on the road	2015	ES Team	Travel Coordinator	n/a	Annual
4.4	Investigate the use of bikes for internal deliveries.	2015	Facility Services	Head of Facilities	Implementation of bikes for internal deliveries.	Annual
4.5	Ensure that future procurement of vehicles will consider fuel efficiency and whole life costing including carbon. New 'green' technologies will be trialled and adopted where appropriate.	Ongoing	Facility Services	Head of Facilities	Review of fleet	Annual
4.6	Monitor the impact of the Logistics Partner and LCCC through the use of KPIs and report against performance targets.	Ongoing from August 2014	Estates	Logistics Manager	% reduction in HGVs to site* % reduction in CO2 and NOx (t)*	Annual



Ref.	Action	Completion date	Department	Action Owner	KPI/Success criteria	Review Frequency
					*When compared to non-consolidated baseline.	
4.7	Improve operational site logistics to achieve a 10% reduction in delivery vehicles on campus by 2014 (2011 baseline).	2014 then ongoing	Facility Services	Head of Facility Services	10% reduction in delivery vehicles against 2011 baseline by 2014.	Annual
<b>5. Partnerships</b>						
5.1	Build partnership with a range of stakeholders to promote safe cycling and sustainable travel practices.	Ongoing	ES Team	Travel Coordinator	n/a	Annual
5.2	Join the Camden Climate Change Alliance Initiative and attain the Going Green mark of Achievement within 2 years.	2015	ES Team	Travel Coordinator	n/a	Annual
<b>6. Travel Data Capture Methodology</b>						
6.1	Work with staff and students to enable travel data capture from expenses claims so as to realise year on year improvements in travel data accuracy.	2015	ES Team	Travel Coordinator	80% of business travel journeys captured.	Annual
6.2	Capture interim data using the methodology outlined in Appendix 3 of the UCL Travel Plan for UCL owned vehicles, business travel, staff and student daily commuting, and end of term student travel.	2014	All Departments	Green Champions & Travel Coordinator		Annual
6.3	Undertake yearly Staff and Student travel surveys, commencing in October 2014	2014	ES Team	Sustainable Behaviour Assistant	30% of staff and students respond to travel survey in 2014.	2014, 2015, 2017, 2019



## 6 Travel Plan Targets

Target	How will the target be measured
All new meeting rooms to have voice-conferencing installed to reduce the need to travel, where feasible	Sustainable Design and Construction Specification (this document requires all new meeting rooms to have this equipment installed).
Develop a strategy to increase video and voice conferencing facilities and their usage by early 2015.	Strategy to be produced.
Ensure that all rooms which are enabled for smart communications are indicated on the UCL room booking system by end of 2015.	Room bookings website up to date.
Way-finding installed around the Central Campus as part of public realm works by end of 2016.	Photos of installed way-finding provided.
An additional 100 cycle parking spaces provided across the Bloomsbury Campus by August 2014.	Existing cycle parking is shown in the Annex of this travel plan. Photos of new cycle parking will be provided alongside a map showing location of the new parking.
An additional 100 lockers installed across the Bloomsbury campus by the end of 2015.	Photos of new lockers will be provided alongside a map showing their locations.
Bike security marking and cycle safety check events run monthly.	Events provided by London Borough of Camden directly.
Develop and launch a sustainable travel campaign for staff and students by the end of 2014 (for example using MyPTP or STRAVEL).	Campaign live.
Develop a single online portal for active travel information by July 2014.	Website portal live.
50% reduction in deliveries from construction vehicles by September 2015 based on non-consolidated baseline. 70% reduction by September 2016.	Log of vehicles entering the UCL site will be recorded by the Construction Logistics Provider.

Modal shift targets will be developed for each new development as part of the individual Travel Plans that will be provided as an appendix to this Travel Plan.

## **7 Contact details for the Travel Plan Co-ordinator**

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