

University
Of
East Anglia

Travel Plan

Contents

Foreword, Professor David Eastwood, Vice Chancellor

Section	Page
1 Introduction and Background	1
2 Location and Access	1
Personnel & Student Body	1
Measures Already in Place	1
Modal Split	2
Motivation & Development of the Plan	2
Motivation	2
Development of the Plan	3
3 Scope of the Plan	3
4 Aims & Objectives	4
5 Targets	5
6 Resource Implications	5
7 Monitoring & Reporting	5
8 Promotion & Dissemination	6
9 Conclusions	6

List of Appendices

1. Maps
2. Modal Split Graphs
3. Timetable of Specific Actions
4. Key Points of Car Parking Scheme from September 2003

Foreword

Dear Colleagues

Amongst the many attractions of our university are its parkland setting and a location that places a vibrant city centre within easy reach. Careful development of the campus has ensured that we make the most of available building space whilst maintaining the quality of our surroundings. However, the volume of traffic coming to the site presents us with serious challenges that must be faced if we are to continue to thrive and grow.

There are many reasons to consider ways of reducing the number of cars that travel to and from our campus each day. These include our position as a leading University in the field of environmental sciences, our reputation as a socially responsible organisation and our concern for the quality of life of those who live near the University.

We must also reflect on the consequences of failing to engage with these issues in an active and constructive manner. New developments in research and teaching will be essential if we are to further grow and enhance our reputation and financial viability. In recent years we have successfully agreed planning permission for new buildings including the medical school, the Zuckerman Institute and the Bio-medical Research Centre. On each occasion Planners have questioned us closely about our plans for traffic management before approving the development. They have now approved the construction of additional student residences with the condition that an acceptable Travel Plan must be produced before the residences can be occupied. There is little doubt that future-planning approvals will also be conditional on a viable Travel Plan being in place.

It is in this context, and after an initial round of consultation, that the attached Draft Travel Plan has been produced. It contains specific proposals that will enable us to move forward whilst working within the constraints placed upon us by planning authorities. A credible Travel Plan will also provide us with a better case for increasing the amount of permanent car-parking that is available on campus.

The Travel Plan commits us to further investments that support alternatives to single-person, car journeys to the site. Whilst supporting this investment and promoting personal choice wherever possible the options are also realistic in promoting more restrictive measures that will be necessary to continue sustainable development of our University.

Yours sincerely

Professor David Eastwood
Vice-Chancellor

1. Introduction and Background

1.1 The University of East Anglia is in a period of sustained growth and development. It is fully engaged with the Government's agenda to widen participation in higher education to a level of 50% by 2010 and to address key skills shortages in the health care and teaching professions. Substantial investment in new research infrastructure is attracting a rapid growth in research grants which, in turn, spins out into the regional and national economy through the commercial exploitation of the fruits of that research. The expansion of the University is key to the Norwich economy. However, an inevitable consequence of this is the demand for additional travel to and from the campus, resulting in increased pressure on the local road infrastructure at peak times and on campus car parks. The University recognises the need to ensure that the rate of increase in car journeys is materially less than the rate of increase in University activity, and a key step in the process is the development and implementation of the Travel Plan (TP) which will provide the framework for change.

2. Location and Access

2.1 The University is situated approximately 3 miles from Norwich City Centre, in an edge of town location. A map showing the location of the campus can be found at Appendix 1.

2.2 The University's main entrance "University Drive" is located on the Watton Road (B1108), a second entrance can be found on Bluebell Road. Both entrances provide access for pedestrians, cyclists, buses and motor vehicles. Egress from the University is via an exit located on Bluebell Road. In addition to these shared access/egress points pedestrians and cyclists also have dedicated access/egress at a variety of other points as shown on the map provided at Appendix 1.

2.3 The campus is served by three bus services

- Service 25 connects the campus to the rail station and City Centre and operates at 10 minute intervals throughout the day. The service is the only 24-hour bus service in Norwich.
- Services 26 & 27 operate every 15 minutes and connect the campus to Hellesdon via the City Centre. Services are provided until 02.40 Monday to Saturday.

2.4 The number of car park spaces on campus 10 years ago (1992) was approximately 1500. In 1993/4 an additional 49 spaces were created as part of the Elizabeth Fry Building and more recently a further 50 as a result of the construction of the School of Medicine bringing the total number of spaces to approximately 1600. The growth in car parking spaces over the last 10 years has been approximately 6.5%. In the same period staff and student numbers have risen from approximately 7500 to just over 15,200. To keep a similar ratio of cars to spaces of that in 1992 the University would require approximately 3000 car park spaces. It is clear that the University has not kept pace with this growth in terms of parking provision.

2.5 Each "working" day the University parks approximately 2000 cars and regularly uses grassed areas to accommodate these vehicles. Year-end figures for 2001/2 show that 4570 staff and students registered their vehicles and obtained car park permits. The University's current policy regarding the issue of permits is to provide staff and students not resident on campus with a car park permit. On average about 40% of registered vehicles access the campus daily.

2.6 The University has approximately 250 visitor cars per day throughout the calendar year. As with staff and student journeys the University seeks to encourage its visitors to travel by non-car modes and supplies information on a range of transport options in a variety of formats to those planning a visit. The recent introduction of visitor car park charges aims to support this policy.

2.7 The University must however balance its wish to reduce its impact on the environment with its need to carry out its business and meet its commitment to the community. With such a wide

range of activities comes a diverse range of visitors and the following list is just an example of the type and volume of visitors received:

- Alongside the two main University Open Days, Schools will hold a further 100 open days over the year in order to attract new students. Potential students are drawn from across the country. Main University open days can attract 2000 visitors with individual visit days around 50 visitors per school.
- Most Schools benefit from the services of visiting lecturers and speakers at least twice a week.
- Visits to students by parents and friends are a crucial to the welfare of students especially freshers.
- Many schools have partnership arrangements with the organizations in the local area. The School of Education for example regularly holds meetings for up to 70 Norfolk based teachers.
- The Sainsbury Centre recently hosted the launch of the Norfolk Arts Partnership, a prestigious event of value to the whole of Norfolk. Audience for the event was 300 people.

2.8 The importance of visitors to the University cannot be underestimated and although every effort will be made to encourage visitors to travel by means other than the car care must be taken to ensure that the policies do not deter visitors altogether.

Personnel & Student Body

2.9 There are approximately 2,200 full and part time staff on the University payroll, with a large number of others working on an occasional or casual basis.

2.10 The student body consists of just over 13,000 full and part time students. Of these approximately 3,000 are provided with study bedrooms in halls of residence on or in close proximity to the campus.

2.11 The University is planning to continue to provide on-site accommodation for students. Study bedrooms are provided to all first year, EU and International Students. To keep pace with planned growth in student numbers the University has identified the need for a significant number of new study bedrooms over the coming years. A total of 401 study bedrooms are planned for completion in September 2004.

2.12 There are many benefits associated with on campus residences not least the reduced need for students to commute to the University on a daily basis. Furthermore University residents are not allowed to bring cars to the University (except in the case of disability) and therefore form "green" travel habits before finding accommodation in the local area when residency on campus ends.

2.13 Analysis of home location by postcode indicates that at least 1/3 of the student body may need to commute regularly to UEA from outside of Norwich locations.

2.14 Figures recorded in 1998 as part of a study by Oscar Faber showed that 60% of staff & students lived within Norwich postcode zones. Analysis of data for the University year 2001/02 showed a continuation of the 40% rural and 60% urban split. The "Golden Triangle" remains the most popular home location for students not resident on campus.

Measures Already in Place:

- Transport Co-ordinator appointed to develop and implement a site-specific Travel Plan.
- Car park charging scheme for staff and students with revenue-raised ring fenced for transport management. The scheme includes an "Occasional User" car park permit, which provides 100 or 60 days car parking per year to promote flexibility of travel choice. New arrangements

- including daily charges and restricted permit allocation will be introduced from September 2004. Key points of the new arrangements can be found at Appendix 4.
- Increased cycle parking to include:
 - 120 space covered cycle park benefiting from CCTV coverage
 - Conversion of a storage room to provide dry, locked parking for 12 cycles
 - Creation of a dry, locked compound for 36 cycles
 - Introduction of “BikeLid” lockers which hold 2 cycles
 - Introduction of a web based car share scheme which provides participants with reserved parking and a “guaranteed get you home” service
 - TravelSmart web site to raise awareness of the TP and provide travel information.
 - Section 106 agreements have provided funding for a range of infrastructure improvements of benefit to cyclists, pedestrians and local residents
 - Terms & conditions agreed for the introduction of a discount bus ticket scheme for staff
 - Cycle mileage for business related journeys introduced.
 - Implemented a programme for ensuring public transport waiting areas on campus are clean and well maintained
 - Undertaken a wide range of awareness raising initiatives to promote the TP and individual objectives including:
 - Participation in Bike2Work days, Freshers week, regular “Dr Bike” clinics, auctions of second hand bikes
 - Articles in internal publications
 - Presentations to small and large groups within the University
 - Car park charges introduced for visitors to the campus
 - Showers provided as part of the new School of Medicine
 - Traffic management measures undertaken as part of the University’s “Building for the Future” programme, which ensures safe access for non-car users.
 - A programme agreed for consultation and adoption of the TP - Part one of the two-part consultation programme was completed in June 2002.

Modal Split

- 2.15 Charts showing modal split and car park permit allocation are provided at Appendix 2.
- 2.16 It should be noted that the permit allocation chart does not identify the University’s Occasional User permit, which allows 100 or 60 days car parking per year. This permit was first introduced in 2000 to promote flexibility across modes and allows University members the opportunity to save money through reduced use of the car. Occasional User permits account for around 20% of the total permit allocation.

Motivation and Development of the Travel Plan

Motivation

- 2.17 The University acknowledges that as a major generator of journeys in the Norwich area it plays a significant role in influencing transportation patterns and has decided to take action to manage the travel needs of its community more effectively.
- 2.18 As a first step in the process the University appointed Oscar Faber in October 1998 to advise on a long-term transport management strategy to be developed in the context of the University’s Corporate Plan and its developing academic and infrastructure needs. The purpose of the report was to identify current travel patterns, predict future growth and recommend strategies for more effective transport management, which would reduce non-essential car use over time.
- 2.19 The Oscar Faber report identified three key issues:
- I. A substantial growth in car travel over 15 years if no constraints imposed

- II. Car parking facilities insufficient to meet peak demand
 - III. Planning applications for new buildings at the University will have to be in the context of UEA plans for transport management
- 2.20 The key recommendation of the report was the need to adopt an even-handed approach to transport management by investing in initiatives, which would entice drivers from their cars whilst employing a charging strategy for car park use.

Development of the Travel Plan

- 2.21 The TP aims to be a positive and constructive document, which seeks to manage transport in ways, which provide the UEA with the right balance between ease of access and environmental concerns. The TP recognises that there is not one particular form of transport suitable for all staff and students and that there needs to be a number of alternatives in place. The TP promotes flexibility and choice, concentrating efforts on encouraging a reduction in car use rather than outlawing it.
- 2.22 The TP has been developed using the findings of:
- The Oscar Faber Transport Study, May 1999,
 - The Review and Consultation of the Transport Management Plan Winter/Spring 2000,
 - A survey of bicycle users undertaken by the UEA Bicycle User group Summer 2001,
 - Examples of “best practice” taken from other Universities and Colleges
 - Informal feedback from a range of staff and students.
- 2.23 The research element of the work is not contained in the TP although there are many references to it throughout. The TP instead focuses on the practical and cultural changes the University can make to reduce non-essential car use.
- 2.24 The TP will need to change over time to reflect the growth in the University, the local economic and social climate and changes in local/national government transport policy. It will need to reflect relevant aspects of government legislation, local transport policies and suggestions from the University community. To aid understanding of the long-term aspirations yet provide clear information with regard to immediate action the TP is presented in two parts:

Section 4 below provides a long-term framework for change, sets the overall aims and objectives of the TP, provides review and monitoring details and suggests the types of actions to be explored, developed and implemented under each objective.

The Five Year Action Plan (Appendix 3): The 5-year Action Plan is presented in timetable format and gives details of the site-specific strategies required to encourage modal shift. The list is not absolute in that new ideas will be considered at any point and strategies may be employed sooner or later in response to particular situations. Elements such as working with external organizations and promotion and marketing are continuing work and (unless of particular significance) are not covered by the timetable. Similar plans detailing the second and third five-year periods will be produced in years 5 and 10.

3. Scope of the Travel Plan

- 3.1 The TP applies to the main University campus. It may be necessary to adjust the TP or make special provision for off campus locations.
- 3.2 The key focus of the five-year action Plan is modal shift in relation to commuter journeys, in particular those undertaken by members of the University living in the Greater Norwich area. As the Plan develops emphasis will shift to business travel, customer access, fleet management and deliveries. Details of key actions to achieve objectives are given at Appendix 3.

4. AIMS & OBJECTIVES

4.1 The University of East Anglia TP aims to:

“Ease the car parking problems at the University and reduce the University’s environmental impact through a reduction in non-essential car use, achieved by creating opportunities for staff, students and visitors to travel by alternative means of transport to the private car or to travel in ways which reduce the number of one-person, one-car commuter journeys”

4.2 The aim is supported by 10 objectives each of which focuses on a specific area. Details of specific actions planned for the first 5 years of the TP are provided at Appendix 3.

The University intends to achieve its aim by:

1. Promoting and encouraging walking as a means of transport in its own right or as part of a journey in conjunction with other modes of transport.

Examples of Specific actions include: ensuring good access, well lit and maintained footpaths, convenient routes, CCTV coverage, personal alarms for those who feel vulnerable, route planning and events which promote walking.

2. Promoting and encouraging cycling both as a form of private transport and as a link to public transport

Examples of Specific actions include: providing conveniently located cycle parking which offers cover and security, shower facilities, well lit and maintained cycle paths, cycle loan schemes, interest free loans for purchase of cycles, cycle maintenance workshops and events which promote cycling.

3. Promoting and encouraging the use of public transport

Examples of Specific actions include: Working with the bus companies to improve services, provision of a new bus service from NR2 to UEA, further investigation of the benefits of a Cross Valley bus link, staff discount ticket scheme, improved information and ensuring conveniently placed, clean, well lit and maintained waiting areas.

4. Promoting the TP and its specific measures and providing improved transport information

Examples of Specific actions include: providing quality information in a range of formats with regard to all transport modes and to promotion of the TP.

5. Facilitating the safe use of motorcycles

Examples of Specific actions include: Provision of motorcycle parking space to reflect future increases in usage, promotion of safety training and interest free loans for equipment to ensure safety.

6. Managing car parks and vehicle movements to reduce demand whilst ensuring the needs of essential car users are met, on-street parking is reduced and that good access/egress to the University is maintained.

Examples of Specific actions include: Limiting the issue of car parking permits and introduction of a daily charge, seeking permission from the local planning authority for the creation of additional car parking, consideration of two way traffic on University Drive and provision of a Cross Valley bus link to provide access to park & ride sites, review of visitor car park charges and further development of the “SmartShare” car share scheme

7. Reviewing working practices to reduce the use of private cars for work related journeys and travel at the peak

Examples of Specific actions include: Use of fleet vehicles and changes in working arrangements to encourage greater use of alternative modes, and home working.

8. Ensuring sustainable transport issues are addressed when commissioning or refurbishing University buildings.

Examples of Specific actions include: Provision of convenient pedestrian access, cycle parking, convenient access to public transport.

9. Investigating and developing in-house transport services to satisfy demand which cannot be met by existing providers.

Examples of Specific actions include: Investigation of direct services to park & ride sites.

10. Partnership working with all tiers of local government, transport providers and other relevant organizations to ensure the compatibility of the TP with other externally organized traffic management initiatives to create opportunities for mutually beneficial proposals and to increase awareness and understanding of UEA's TP and transport demands

Examples of Specific Actions include: Collaboration with Norfolk County Council to bid for Government funding to run a pilot scheme to provide a Personal travel plan service and establish a UEA/Research Park/Hospital Travel Plan Group.

5. Targets

- 5.1 The University understands the need to set realistic targets by which it's Plan can be monitored and its success charted. In setting targets the University is aware of the on-going problems of access to the Norwich Research Park cluster, which hinders the introduction of new bus services and makes walking and cycling less attractive. Therefore the University has set targets, which reflect the current access conditions, and contemplates what might be achieved if a Yare Valley bus link were established providing additional bus services and a link to Costessey park and ride.
- 5.2 The base line data for modal split contained in this report was produced from the survey undertaken by Oscar Faber in 1998. The University will undertake a travel survey in March 2003 to assess the effect of measures to date.
- 5.3 In Figure 1 the total reduction in car use over 15 years is 15% with a gradual modal shift distributed evenly across alternative modes.
- 5.4 Figure 2 compares the modal shift if a Yare Valley Bus & Cycle Link were developed. With improved bus services, links to park & ride sites and a dedicated cycle route a further 6% of car drivers could be encouraged not to drive to campus.

Fig 1.

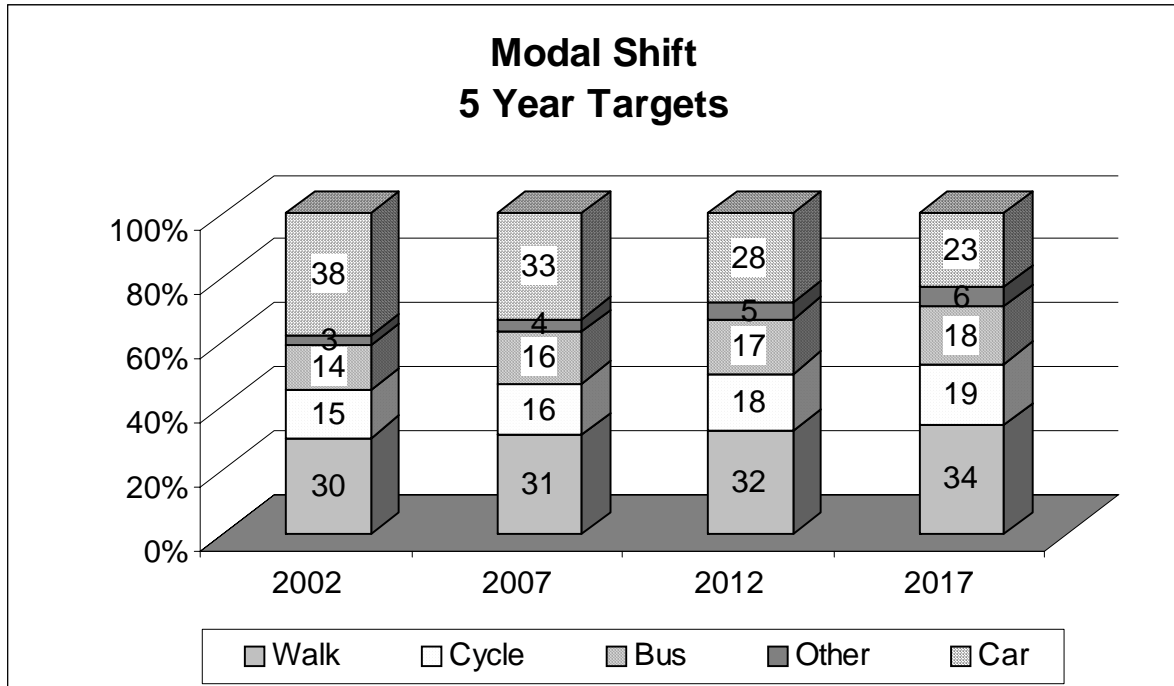
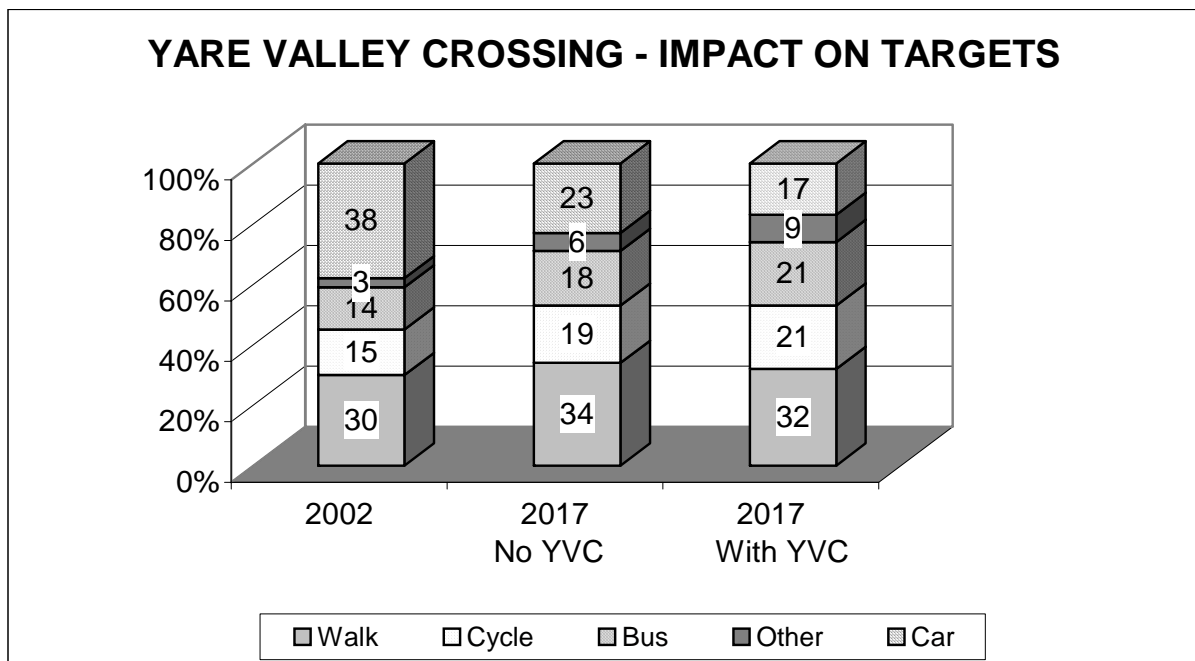


Fig. 2



5.5 In contemplating a Yare Valley Bus & Cycle Link the University will consider the feasibility of providing bus services that utilize the latest green fuels.

6. Resource Implications

6.1 The revenue raised by the introduction of car park charges will continue to be used for the purposes of traffic management. Where initiatives are of significant size and cost and the business case is strong the University will seek to provide up-front funding to be repaid over time from car parking revenues.

7. Monitoring and Reporting

7.1 It is proposed that the TP should be monitored and progress reported in the following ways:

7.2 **Annual Report:** The annual report will serve to be both informational and promotional, advising on the progress of individual projects, setting out initiatives for the following year and commenting on the overall success of the TP. The aim will be to ensure that the whole University community are informed of progress and remain engaged with the TP. 5

7.3 **Five Yearly:** In depth monitoring is planned at five yearly intervals. A survey to identify current travel patterns is planned for March 2003 and further surveys will take place in years 2008, 2013 and 2018.

8. Promotion and Dissemination of Information

8.1 The embryonic TP has already been promoted through events, internal publications and through the consultation process. Measures for promoting the TP itself and specific measures are provided in Section 5 Monitoring & reporting and in Appendix 3, The Five-Year Action Plan.

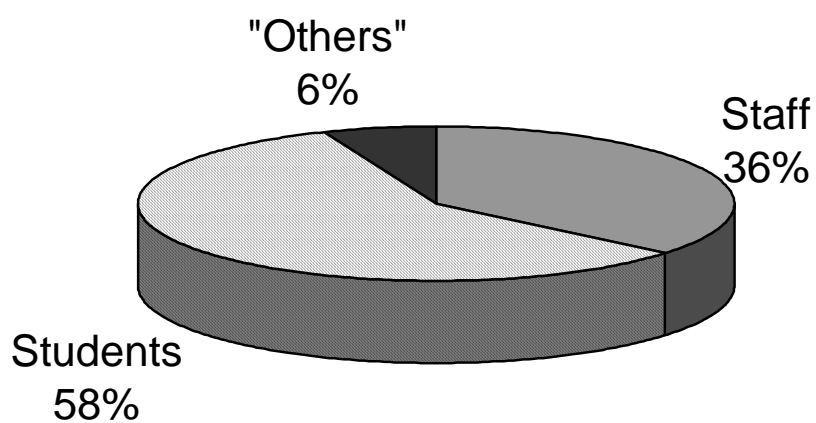
9. Conclusion of Report

9.1 The role of the TP is to formalize the University's commitment to improve facilities for alternative forms of transport in order to reduce reliance on private cars, ease the pressure on car parks, reduce congestion and make the Campus a safer and healthier environment to study, work and visit. Documented evidence shows that organizations, which adopt formal travel plans, have greater success in reducing car usage and the University will benefit from a formal policy on transport.

9.2 The TP sets out the practical actions and cultural changes required to find and implement long-term solutions to the issue of car dependency. The TP is not a magic wand; there is no one solution. It aims to manage staff & student and other visitor travel expectations including those who wish to use and park their cars. By facilitating a range of transport options staff, students and other visitors will be encouraged to choose the mode most appropriate for the day. Therefore the TP aims to encourage a mix & match approach with all modes, but predominantly sustainable modes, used as a means of travel.

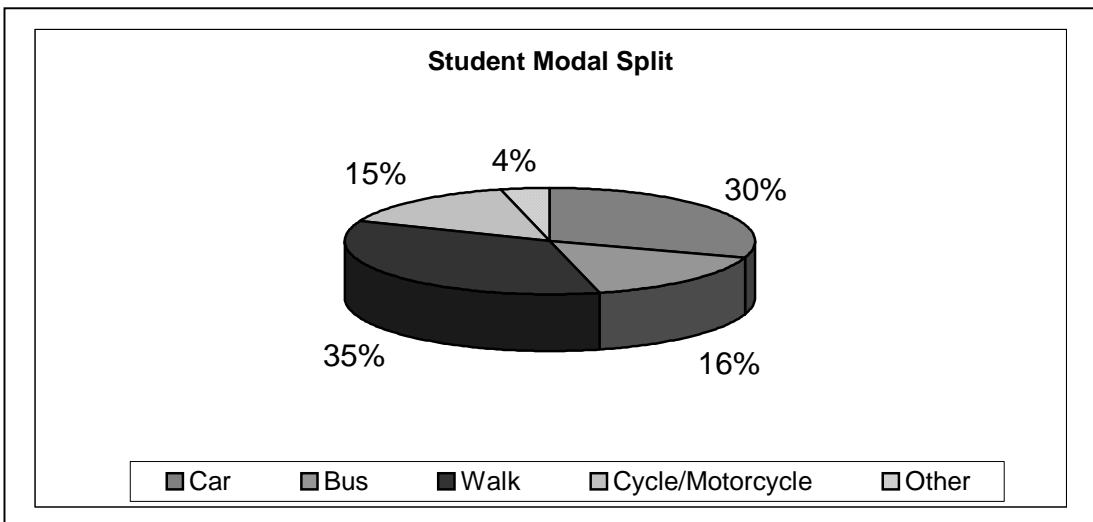
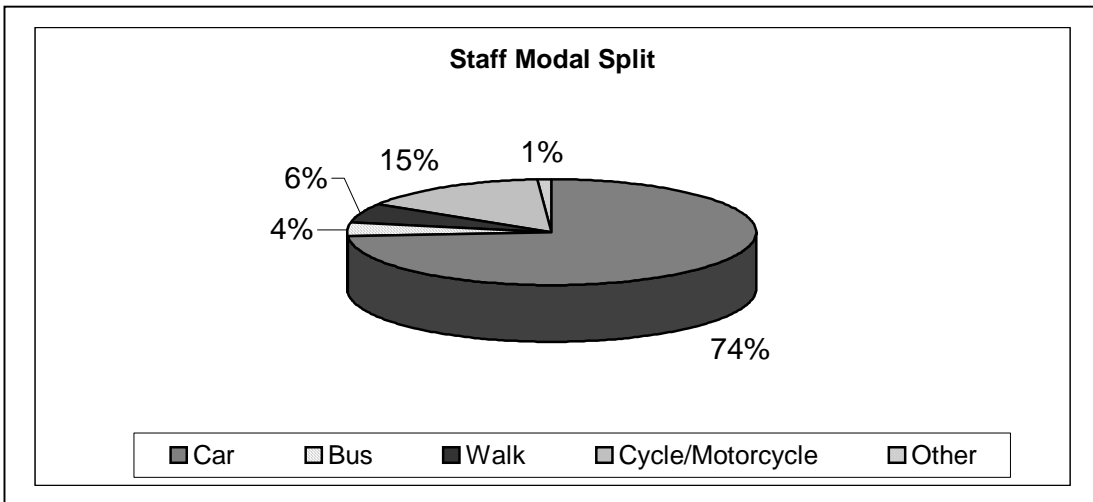
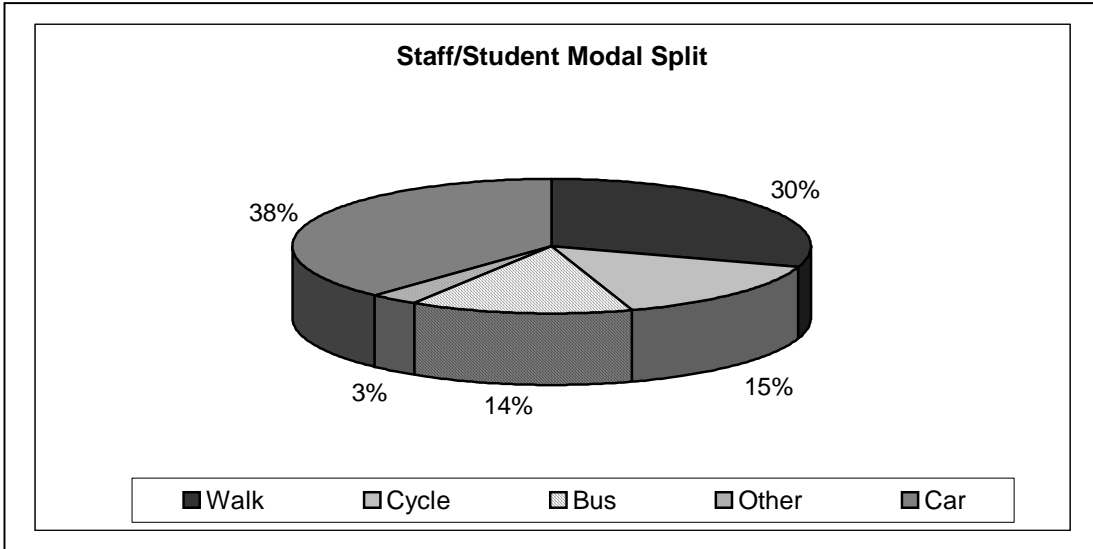
9.3 In adopting and implementing the TP, individuals will gain from better transport choice, lower transport costs, healthier lifestyles and a safer campus. The University will benefit from an improved environmental image and a healthier workforce and student body. Although in the short-term there may be reluctance on the part of certain sections of the University community to participate or disaffection with proposals the long-term benefits far outweigh the short-term difficulties. Furthermore, for an expanding University in today's environmental climate there really is not an option not to produce and implement a Travel Plan.

Car Park Permit Issue 2001/02



■ Staff ■ Students ■ "Others"

Travel Behaviour



**Five-Year Action Plan
Key Objectives Years 1- 5 (2002 – 2006)**

Objective	Initiative	Brief details	Target Date	Status
3	Mileage Allowance	Introduce a mileage allowance for work related journeys undertaken by cycle.	Financial Year 02/03	Completed
6	Introduce visitor car park charges	To install pay & display/pay on foot machines in order to collect car park charges from visitors.	2002/03	Completed
6	Review of car park charging scheme	To consider new measures to reduce the number of private car journeys including limited selective exclusion and daily charges.	Consultation Sep-Nov 02 Implementation Sep. 03	Completed
3	Improvements to Bus Services	Work with First Eastern Counties and the Local Passenger Transport Authority to improve the quality of existing services.	Summer 2002	Double deckers arrived Sept. 03 & improvements noted
6	Two way traffic – University Drive	To assess the feasibility of two way traffic on University Drive in consultation with Norwich City Council.	Autumn 2002	On-going
8	Flexi-time/home-working pilot schemes.	With the support of Innovations Fund money, undertake pilot schemes to investigate the impact of flexible working patterns and home-working opportunities.	Date unconfirmed.	
1,2,3 & 11	Personal Travel Plans	To collaborate with Norfolk County Council to secure Government funding for a pilot project aimed at providing travel information and options tailored to the needs of individuals or specific groups.	October 2002 – Summer 2003	Funding Bid Failed
4	Fresher Event	To provide new students with advice on travel options. Provided in conjunction with UEA BUG & First Eastern Bus Company.	September 2002 and on-going	Completed & Established Event
Monitoring	Survey	Undertake a travel survey to provide base line data for monitoring of the TP in the future and to assess the effectiveness of measures to date.	March 2003	Completed
1 & 2	Yare Valley Crossing lighting/signage project	To improve lighting and signage across the Yare Valley crossing to encourage pedestrian/cyclist use of the route and to address issues of personal safety.	Spring 2003 (project dependant on external funding contribution)	Completed
2	Chemistry Arch Compound	To provide a locked compound for approximately 40 cycles.	Spring 2003	Completed
3	Cycle Parking – New Buildings	Delivery of new cycle parking at the School of Medicine (60 covered spaces) and ZICER buildings (160 locked & covered spaces).	Med School Completed. ZICER 2003	Completed
4	Staff Introductory Conference	To provide new members of staff with an understanding of the TP and promote the use of alternative modes of transport.	Spring 2003	On-going

2	Cycle Parking	To replace out dated cycle racks under Arts arch.	Spring 2003	Postponed until 2004/5
2	Cycle Loan Scheme	Introduce a cycle loan scheme (including the possible use of electric bikes) based at the School of Medicine.	June 2003	Postponed until 2005
3	Staff Discount Ticket Scheme	To enable staff to benefit from a discount bus ticket scheme.	September 2003	Completed
3	NR2 – UEA Express Bus Service	To provide financial support to facilitate a new bus service operating between NR2 & UEA.	September 2003	Not viable
6	Bollards	To fit all car share spaces with lockable bollards to eliminate unauthorized parking.	Summer 2003	Completed
6	Additional Car Parking	To submit a Planning Application for additional car parking facilities on campus in line with allowances suggested by PPG 13.	December 2003	Completed
5	Audit of Facilities	Undertake an audit of facilities to ensure the needs of the motorcyclist are met.	2003	Completed
6	Review of Visitor Car Park Charging Scheme	To consider the level of charge for visitors and implement any changes.	Mar – Sept. 2003	Completed
11	Form an association with neighboring organisations.	Identify ways of working together to reduce costs and increase benefits.	2003	On-going
3	Park & Ride - Campus Link	Further investigate the provision of services to P&R sites and the provision of a Cross Valley bus link.	2003	On-going
8	Car share	Develop a system for advertising attendance at conferences, seminars etc. to enable inter-division/school car sharing	2003	
2, 3 & 5	Interest Free Loans	Investigate/deliver interest free loans to assist purchase of bus season tickets, cycles and cycling equipment in order to encourage modal shift.	2004	Bus ticket delivered Sept 03
1 & 2	East campus Cycle Link Project 618	Provision of shared cycle/footpath connecting Bluebell Rd to centre of campus.	August 2004	
1 & 2	East campus Cycle Link Project No. 618	Provision covered cycle parking at end of east cycle link	September 2004	
Monitoring	Annual Travel Plan Report	Colour supplement/brochure for inclusion in Broadview & distribution detailing TP initiatives since new policy adopted in 2003	September 2004	
6	Extension to exclusion zone	Investigate and if appropriate extend the exclusion zone to include students who have been resident in UEA accommodation	Spring 2004	
3	Off bus ticketing	In conjunction with Norfolk C.C. install off bus ticket vending machines at the main bus stop University Drive	September 2004	
3	Real Time Information	In conjunction with Norfolk C.C. install real-time bus information systems to campus bus stops.	Sept – Dec 2004	
4	Survey	Travel survey for all staff & students	February 2005	

4	Commuting to UEA	Information leaflet for staff for use by Personnel in induction packs	October 2004	
4	"To A Degree" Campaign	High quality poster campaign aimed at students utilizing "to a degree" to promote walking, cycling, bus use & car sharing.	January 2005	
6/3	Park & Ride	Marketing & Purchase of space or provision of subsidy for use of Costessey & Cringle ford Park & Rides if required	April 2005 & On-going	
1 & 2	Central Cycle Link	Provision of foot/cycle path connecting east cycle link to west cycle Link	Autumn 2006	
6	Barrier Control	Provision of barrier controls to inner site car parks to enable car parking charges to be collect electronically.	Summer 2006	
4	Cycle Map Update	Update cycle map to include new cycle parking and dedicated cycle routes	Summer 2006	
2	Cycle Parking	New covered cycle parking BIO/SCVA	Summer 2006	
2	Cycle Parking	East University Drive, covered secure cycle parking for 120 cycles	Summer 2006	
6	Car Club	With CIVITAS funding provide a car club for the University community	2007 (subject to external funding)	

Please note: Appendix 3 will be updated on a regular basis to reflect changing needs and allow for new opportunities to be included in the Travel Plan.

**UEA CAR PARK CHARGING SCHEME ARRANGEMENTS FOR STAFF/STUDENTS
FROM SEPTEMBER 2003**

Key Points

From 1 September 2003 a new car park charging scheme will be introduced for staff and students. The key points of the scheme are as follows:

- Staff/students resident on campus or within 1 mile of the University will not be eligible for membership of the University's Car Park Scheme (UCPS). A database of addresses within the one-mile zone will be available at the TravelSmart website www.est.uea.ac.uk/transport from 8 July 2003.
- Students resident in the postcode area NR2 will not be eligible for membership of the UCPS.
- A daily charge will replace the current annual charge and the occasional user permit scheme. Staff and students will pay only when they park on campus. Charges will be:

Staff Salary Range	Cost Per Day	Charge Band
£10,000 or less	50p	A
£10,000 - £35,000	£1.00	B
£35,000 or more	£1.50	C

Student and non-staff member charges will be £1.00 per full day,

A half-day parking (up to 4 hours) will be charged at 50% of the full day rate in all cases.

- Charges will be payable for parking during the period Monday 00.01hours – Friday 23.59 hours semester time only. The dates of the "chargeable" periods will correspond to the Standard Academic Year as published in the UEA Almanac. Parking on Saturday, Sunday, public holidays and during vacation periods will be free of charge.
- The UCPS daily charge represents a discounted rate for parking during the chargeable period and will only be available to those accepted as members of the scheme. Casual visitors including staff and students not eligible for membership of the Scheme will pay a significantly higher rate per hour for car parking.
- There will be two categories of car park membership:
 - Group A - member of the UEA Car Park Scheme
 - Group B – UEA registered vehicle entitled to park during non-chargeable periods
- Staff/students excluded from membership of the UCPS may obtain a Group B permit (free of charge) to park vehicles during non-chargeable time. The permit provided will be for identification purposes only.
- An annual charge of £60.00 will still apply for members of the University's SmartShare car sharing scheme
- Students allocated car parking space with accommodation at Mary Chapman Court, Suffolk Walk or the Village will be required to pay an annual fee of £75.00. The permit issued does not allow residents of UEA Village and Mary Chapman Place to park in the main car park.
- Staff and students with disabilities eligible for membership of the Scheme will be required to pay the daily charge as above.

- Staff and students resident within exclusion zones who consider their personal circumstances warrant entitlement to membership of the UCPS may make an appeal to the independent staff or student panel. Each case will be considered on its own merits and the decision of the panel will be final.

Registration

- Registration is free of charge.
- All applicants will be required to complete an application form. Student applicants will be required to provide proof of current address. Documents accepted as proof of address include: gas, water, electricity, council tax bills, a current television licence and rental/lease agreements.
- Registration forms and full details of the scheme/UEA Vehicle Regulations will be available from 28 July 2003 at the Security Lodge, and Estates Reception Desk and at www.uea.ac.uk/transport. The Security Team will also provide a registration desk during arrivals weekend to enable student applications to be processed effectively.
- Students who already have a campus card may apply for registration to the scheme prior to their return to University. A stamped addressed envelope should be enclosed with the application where a student is not available to collect their permit. Please ensure proof of address is enclosed with applications.
- It is expected that staff registrations will be complete before the start of the Semester. Student registration may take up to 14 days during September. If there is a back log of applications during the first two weeks of the Semester the main car park will operate a flat fee rate of £1.00 per day payable at the pay-on-foot machines for students who have yet to receive their parking permit.

Payment Arrangements

- Charges for the main car park will be collected via the swipe card system. Car Park users must swipe in and out of the car park at all times to ensure the correct charges are collected. Charges will be calculated by matching inward and outward swipes within a 24-hour period. Where a matching pair of swipes has not been recorded the user will be assumed to have stayed for at least 24 hours and charged for a full day. Where inward & outward swipes are recorded on different days then a charge will be payable for the number of days elapsed between the inward & outward swipe. The system will allow for occasions when there has been a mechanical fault.
- Charges for the inner site will be collected via a scratch card-parking coupon. Coupons may be purchased from the cashier's office. Up to 150 days of parking may be purchased at anytime.
- All car park charges will be deducted in arrears of use. Staff car park charges will be deducted from salary whilst student and non-staff member charges will be collected via direct debit. Students and non-staff members who do not have bank accounts should contact the Security Lodge as soon as possible to discuss alternative arrangements.
- The amount charged for parking will be clearly shown on staff salary slips.
- It is intended that e-mails will be sent to students/others on a monthly basis detailing the amount of charges incurred and the date on which the direct debit will be drawn. An administration fee will be charged where payment is not received. Membership of the Scheme will be withdrawn where payment is not received and the relevant campus card de-activated in respect of barrier access.
- The Visitor Charging Scheme is being reviewed and details of any changes will be available in the near future.