

UNIVERSITY OF EAST ANGLIA
TRAVEL PLAN STRATEGY
2017 -2022



Sustainable Travel Choice in Action
at the
University of East Anglia



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Foreword

The University has had an active Travel Plan since 2002; over the 15 years since it's the first publication we have introduced a wide range of initiatives to encourage the use of sustainable modes and created policy to support these initiatives. Our overriding aim has been to reduce reliance on the car and in particular single occupancy car journeys. As a result of our activities, staff and students are able to benefit from less expensive, better quality bus services, a campus which is pedestrian and cycle friendly and for those who need the car as part of their journey a park & ride service which provides a stress free, inexpensive alternative to on-site parking. Our actions have over time reduced the availability of car parking, turning all of the temporary car park areas and some of the permanent spaces into teaching & learning spaces or high quality student accommodation the University can be proud of. The Travel Plan has and continues to make a significant contribution to reducing carbon emissions and the achievement of ISO 14001.

The University is entering a period of significant growth and as such has once again had to look at how it can best manage this growth whilst minimising its impact on the environment.

Alongside a strong focus on the targeted promotion and marketing of existing initiatives a number of additional measures have been identified which will further support our aims and objectives. Amongst the exciting new measures, and a key element of the revised Travel Plan Strategy, is a Park & Ride service which operates throughout the year, from early morning into the evening to support late lectures and will be free to use. This service initially aimed at supporting student travel will now meet the needs of staff as well and we hope to see much greater use of this service going forward. There will also be a bike hire scheme offering both short-term, ad-hoc hire alongside annual hire and improvements to the car club which is available to both staff and students. We will continue to work with First Bus to safeguard our season ticket arrangements which allows staff and students to save up to 65% on annual season tickets.

The University of East Anglia is proud of its on-going commitment to sustainable travel and we look forward to seeing the positive outcomes of this 2017 -2022 Plan.

Further information: <https://portal.uea.ac.uk/estates/travel-and-transport>

1.0 Description of location, Size and Type of Establishment

- 1.1 The University campus is located two miles outside Norwich city centre in 362 acres of parkland with award-winning architecture by Sir Denys Lasdun, Lord (Norman) Foster and Rick Mather. The University is part of the wider Norwich Research Park (NRP) which is the location of the UEA School of Nursing Sciences (NSC) and the New Medical Research Building. UEA also has space within the Centrum building and will on completion occupy part of Quadran, the Institute for Digestive Health which will enable the Institute of Food Research, (IFR) to relocate. The Park is completed by the John Innes Centre (JIC) and The Norfolk & Norwich Hospital (NNUH).
- 1.2 The University's campus straddles two local authority areas; the main campus is situated within the boundary of Norwich City Council whilst much of its grounds, sports areas and the School of Nursing Sciences and Bob Champion Education and Research Buildings are located within South Norfolk Council.
- 1.3 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 and egress for pedestrians, cyclists, buses and motor vehicles. In addition to these shared access/egress point's pedestrians and cyclists also have dedicated access/egress at a variety of other points as shown on the map provided at Appendix 2
- 1.4 To the south of the campus is the NRP affording little in the way of residential areas. To the south and east lies the conurbation of Norwich.
- 1.5 The University employs around 3,500 staff - around two thirds of which are full time, and one third part time. More than 1,200 members of staff are academic including around 500 researchers. Administration, support, technical and general staff make up just over 1,600 in total. In addition to UEA employees there are a number of staff employed by the University's partners including organizations such as the NHS as well as catering staff, retail and bank employees etc.
- 1.6 Approximately 14,500 students are currently studying at UEA - 11,804 undergraduates and 2,509 postgraduates. Of these, 2,493 are non-UK/EU students from more than 100 countries worldwide.
- 1.7 The campus provides 5500 study bedrooms located on the main University Plain, at the UEA Village located almost opposite the University's main entrance on Earlham Rd, in the International Building and since academic year 2016/17 in Hickling and Barton Residences constructed on part of the Blackdale School site. A small number of students are housed in Mary Chapman Court, Norwich. 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.

- 1.8 Retail facilities include a combined supermarket/post office/paper shop, 2 banks, a number of ATM's, careers/employability service, pharmacy, bar, 5 restaurants/coffee shops, and 2 launderettes.
- 1.9 Welfare and wellbeing needs are met with the UEA Health Centre, Dental Practice and Nursery all of which provide for the local community as well as staff and students.
- 1.10 The University's multi-million pound Sportspark is the largest indoor sports centre in Britain. It includes a 50m competition swimming pool, a climbing wall, fitness centre and a human performance laboratory.
- 1.11 The campus is also home to the prestigious Sainsbury Centre for Visual Arts, voted best museum in 2014, which houses the Sainsbury Collection - a stunning combination of modern Western works with fine and applied arts from across the globe. The centre also provides teaching and research space.
- 1.12 The campus provides 3800 cycle parking spaces consisting of a mix of secured-covered, covered and uncovered Sheffield stands. There are showers for walkers & cyclists in key buildings throughout campus.
- 1.13 Bus service provision is as follows:

Table1

Service No.	Frequency	From-To
25	Every 15 minutes	Rail Station via city centre & Unthank Road to main campus
26 26A	Every 15 minutes	Rail Station via city centre & Earlham Road to main campus. Rail Station via city centre & Earlham Road to main campus and the NNUH
22	Every 30 minutes	Old Catton via City Centre, West Earlham, Bowthorpe to campus
3	Hourly	Watton via Hingham, Barnham Broom & NNUH to Earlham Road
The following services are convenient for those based in ECB or BCRE and represent a short walk from the main campus		
9	Hourly	Wymondham via Hethersett and, Norfolk & Norwich University Hospital, to the City Centre
6	Hourly	Watton via Hingham, Wymondham and NNUH to City centre
4	Hourly	Dereham via Mattishall & NNUH to City centre.

- 1.14 A free to use Park & Ride service is available from Costessey. The service operates from 07.20 until 2015 at an overall headway of every 15 minutes Monday to Friday throughout the year.
- 1.15 In October 2016 the University had approximately 1651 permanent car park spaces, 1308 on University Plain and 343 at the Edith Cavell and Bob Champion Education and Research

Buildings. A further 457 spaces were provided on a temporary basis at the Blackdale Annexe site and the Triangle Site, the latter on a shared basis with the wider Research Park. Looking forward the number of parking spaces will fluctuate as the University delivers its Estate Strategy.

- 1.16 The location of the campus provides both opportunities and barriers to travel. Those who are live in the area known as the Golden Triangle are afforded a range of options for their commuter journey due to the relatively short distance with walking and cycling opportunities supported by regular, frequent bus services. However over time rental properties in the area have become more expensive and this has led students, (who are the predominant occupants of the area), to widen their net and seek accommodation in less expensive areas including Bowthorpe and the Dereham Road. Furthermore those with children, in particular families from overseas, will seek accommodation based on the reputation of schools and areas such as Three Score have become popular. Bus services from Bowthorpe, Dereham Rd and Three Score are less frequent and cultural differences can make travel for students from this area difficult. Whilst Three Score may in terms of distance be an ideal place from which to cycle; dropping one or more children at school and nursery before attending for study or work can preclude cycling as a realistic choice.
- 1.17 Journeys from other areas, including greater Norwich, without a car are much more problematic. Distance does not alone decide the modal choice and can be deceptive. What might on paper appear relatively short distances, can be convoluted or have long journey times where direct services are not available.

2.0 Reason for the Travel Plan

- 2.1 The University in its original Travel Plan in 2002 stated the necessity to reduce its impact on the environment with its need to carry out its business and meet its commitment to the community. It was not produced to support a particular planning application or at the formal request of any national, regional or local authority or organisation. It was developed voluntarily to address identified future travel issues. The underlying ethos has not changed; the University remains committed to reducing single occupancy journeys to the campus and encouraging the use of sustainable alternatives.
- 2.2 The Plan was formally approved by the University's Council in 2002 and has been regularly updated over the years to reflect and address changing circumstance; the most recent update, was in 2015 although this version did not make any significant changes to policy or the implementation of the 2010 Plan.
- 2.3 This 2017 version of the Travel Plan has been developed to support the long term vision for the University in terms of growth of the Estate which will allow for increased staff and student numbers. Travel Plan Strategy 2017 -2022 will address the challenges this presents in the immediate 5 years.
- 2.4 This Plan covers only the main campus however it is an umbrella for the Plan in place at the Edith Cavell Building and the Enterprise Centre and for future developments as staff and students benefit from the many initiatives already in place and must adhere to the Parking Policy. There are also "economies of scale" benefits in producing a main Travel Plan with secondary Plans with specific actions for off campus developments.

3.0 Survey Results and Modal Split

- 3.1 The University had measured modal share on an annual basis in May of each year via a “snap shot” survey of staff and students and supplemented this with an in-depth survey every 5 years to coincide with the Travel Plan Strategy update. The in-depth survey undertakes a more comprehensive review of travel and transport with a survey which seeks to understand the motivational factors behind modal choice. Surveys utilise both on-line and paper questionnaires and prize draws aid participation. The results of these surveys have been used to guide development of the Travel Plan. Surveys are open to all those with a uea.ac.uk email address.
- 3.2 Since 2015 Norfolk County Council have taken on the role of surveying staff and despite the Council seeking to make the survey easier and quicker to complete, unfortunately the number of respondents to the staff survey has been much lower than with in-house surveys. It has been suggested the continuing fall in respondents may in part be due to a greater level of satisfaction in respect of facilities for walkers & cyclists and increased, improved quality bus services and the introduction of park & ride. Surveys tend to court strong views.
- 3.3 The University has sought to survey students although this has proved very difficult due to conflicting surveys which are seen as of greater importance to the core role of the business for example the “student Experience” survey which is key to attracting new students. In 2015 the student survey had to be undertaken in three parts whilst in 2016 questions relating to travel were explored in the “non-academic experience” survey.
- 3.4 The reduction in respondents and the varying forms of survey have led to inconsistent results and establishing a baseline for the 2017 Plan has been difficult.

Staff Modal Share Information

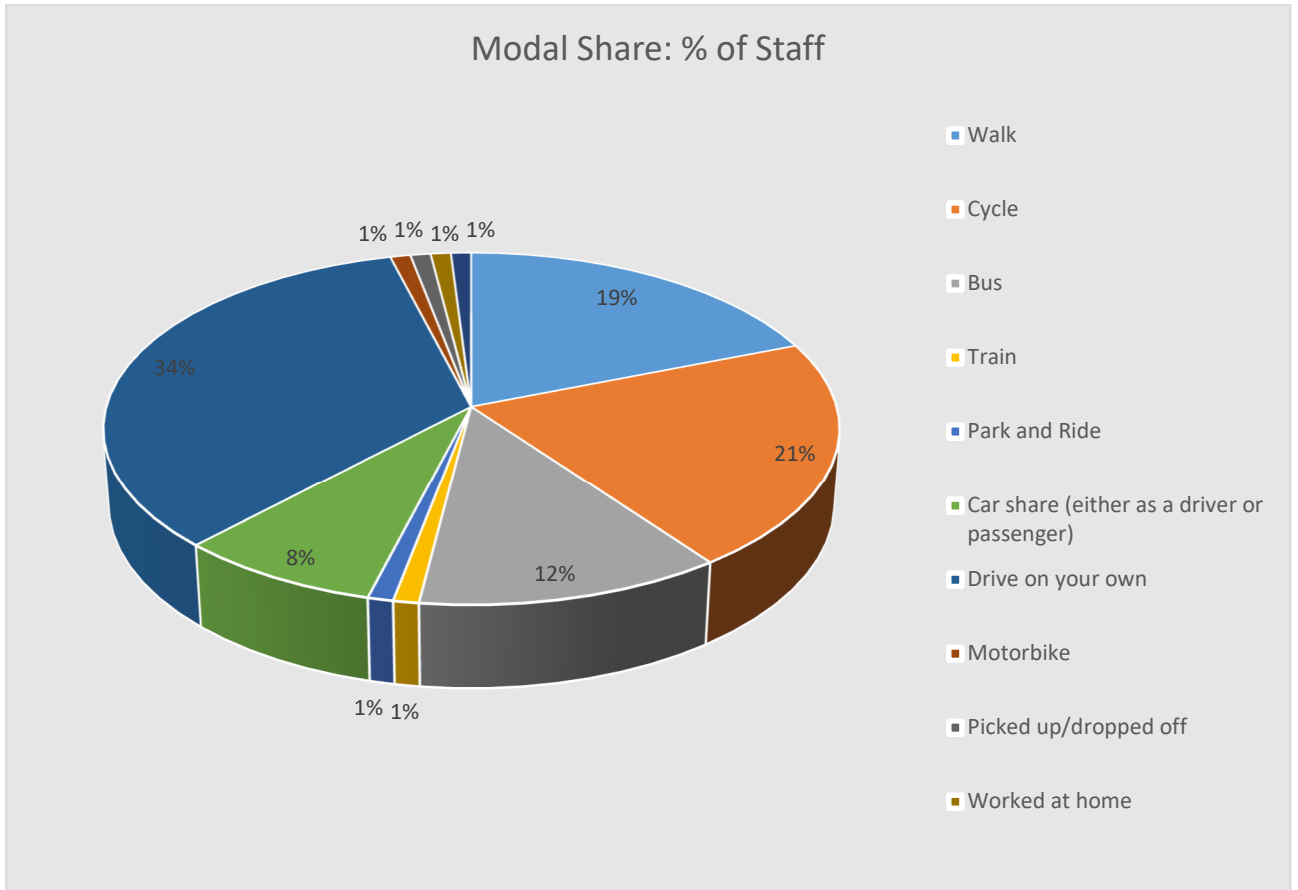


Figure 1

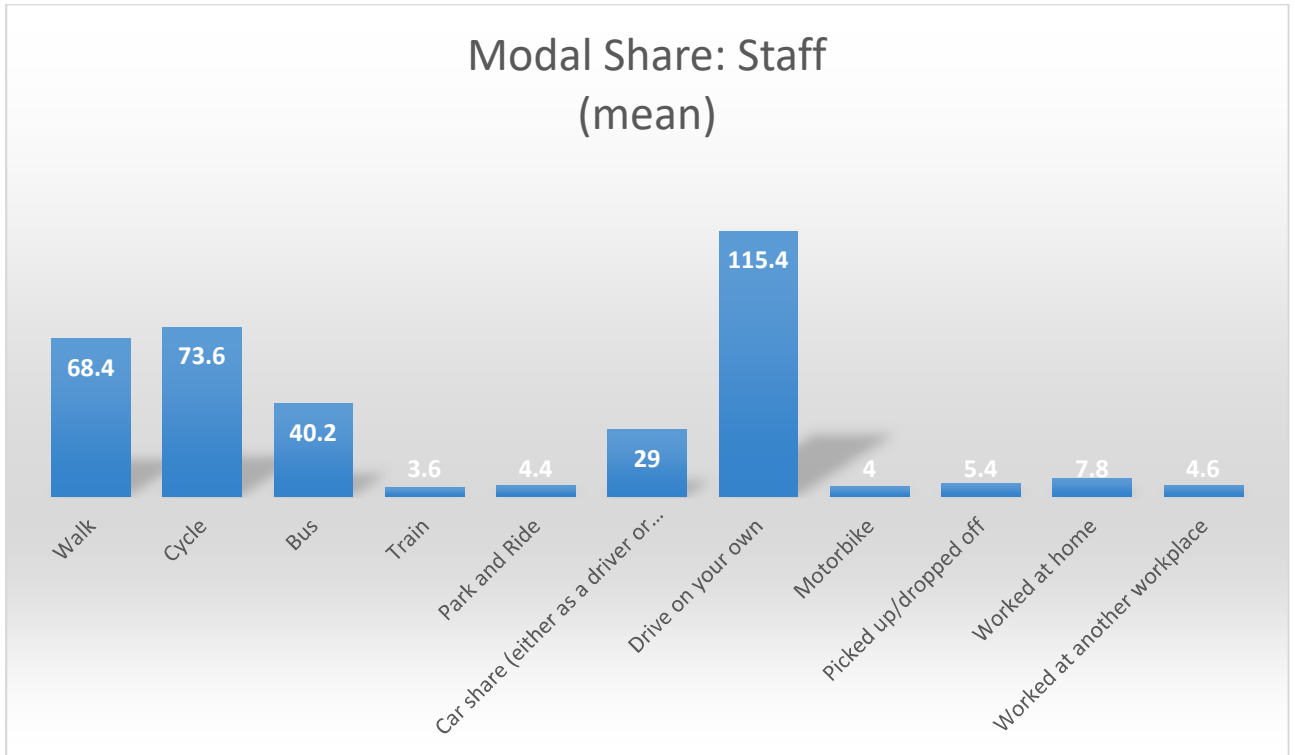


Figure 2

In addition to modal share the survey asked for information in respect of choice with the following results:

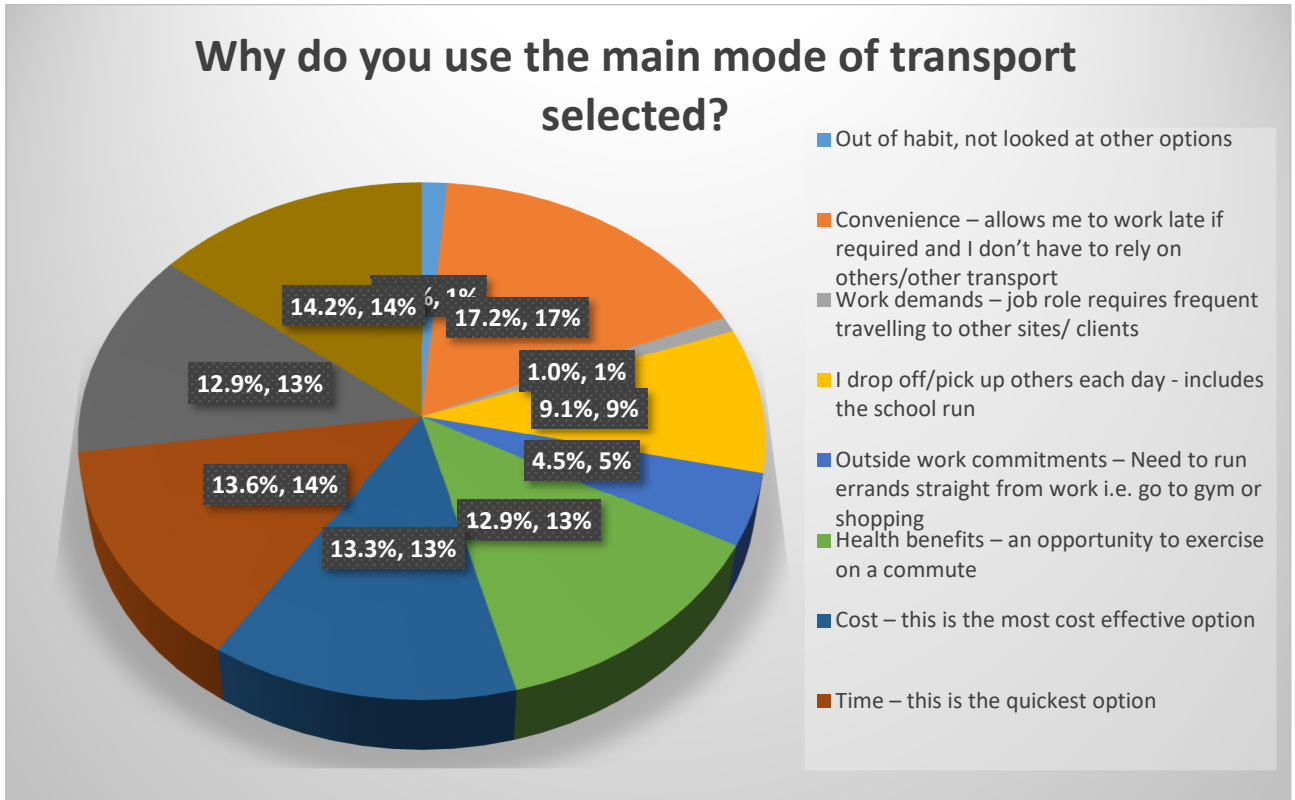


Figure 3

Student Modal Share Results

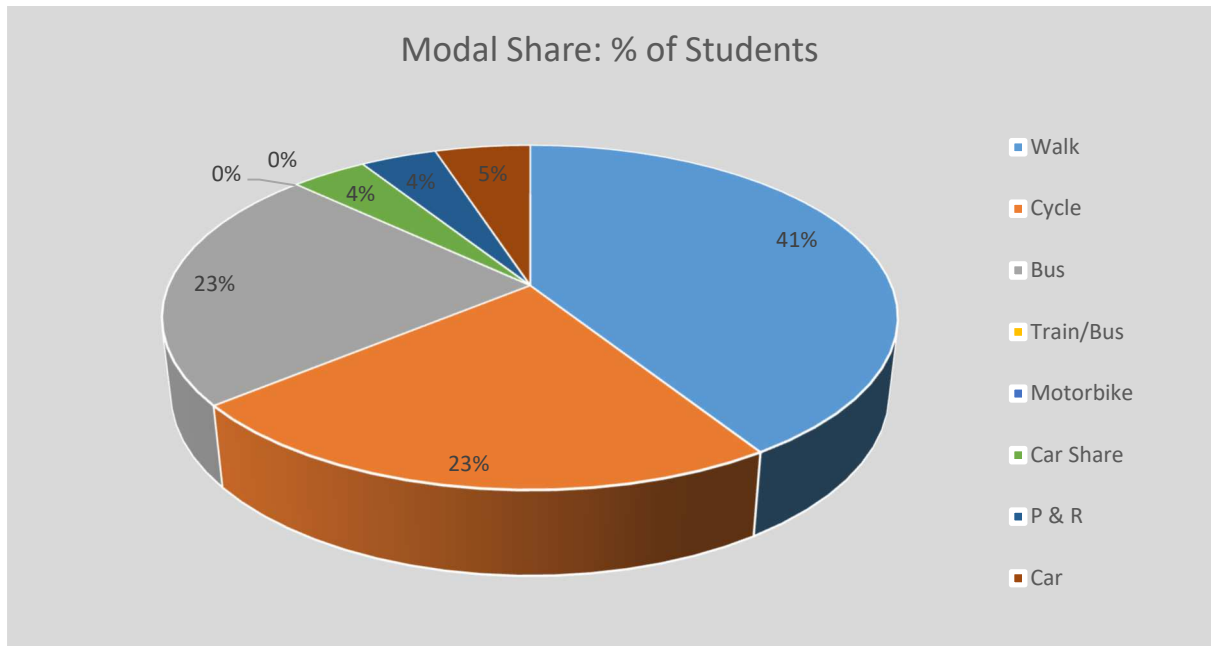


Figure 4

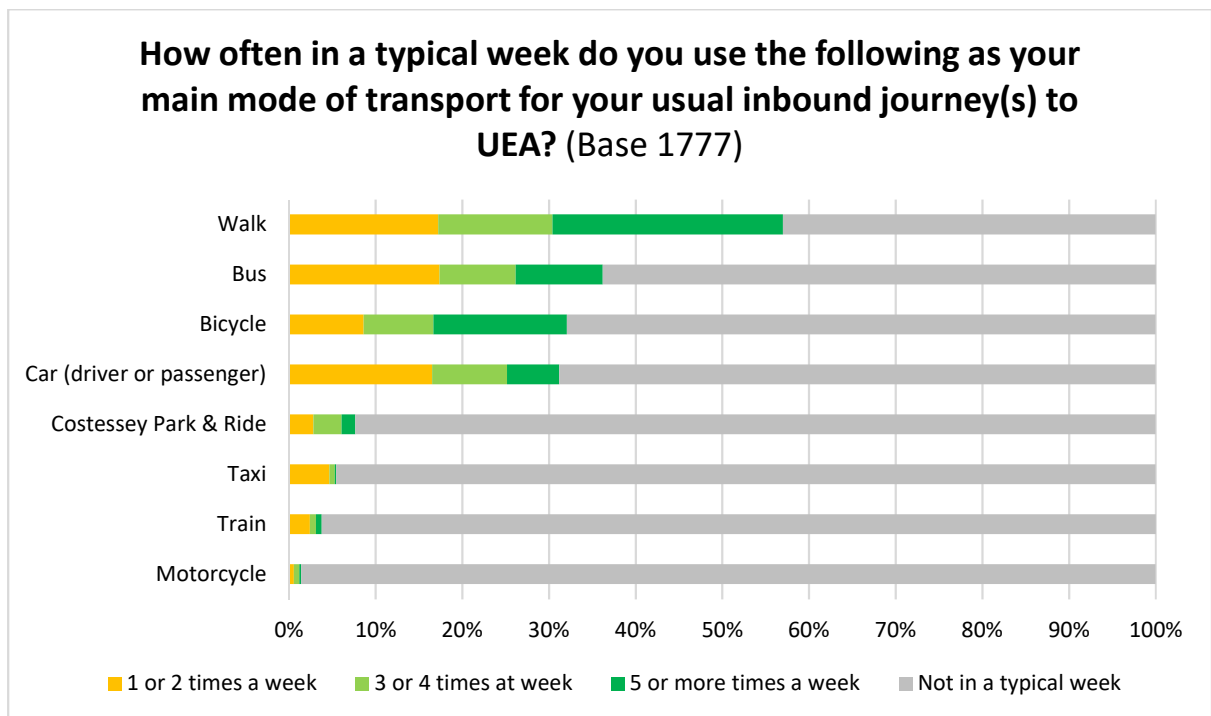


Figure 5

Graph 6: Reason for Choice

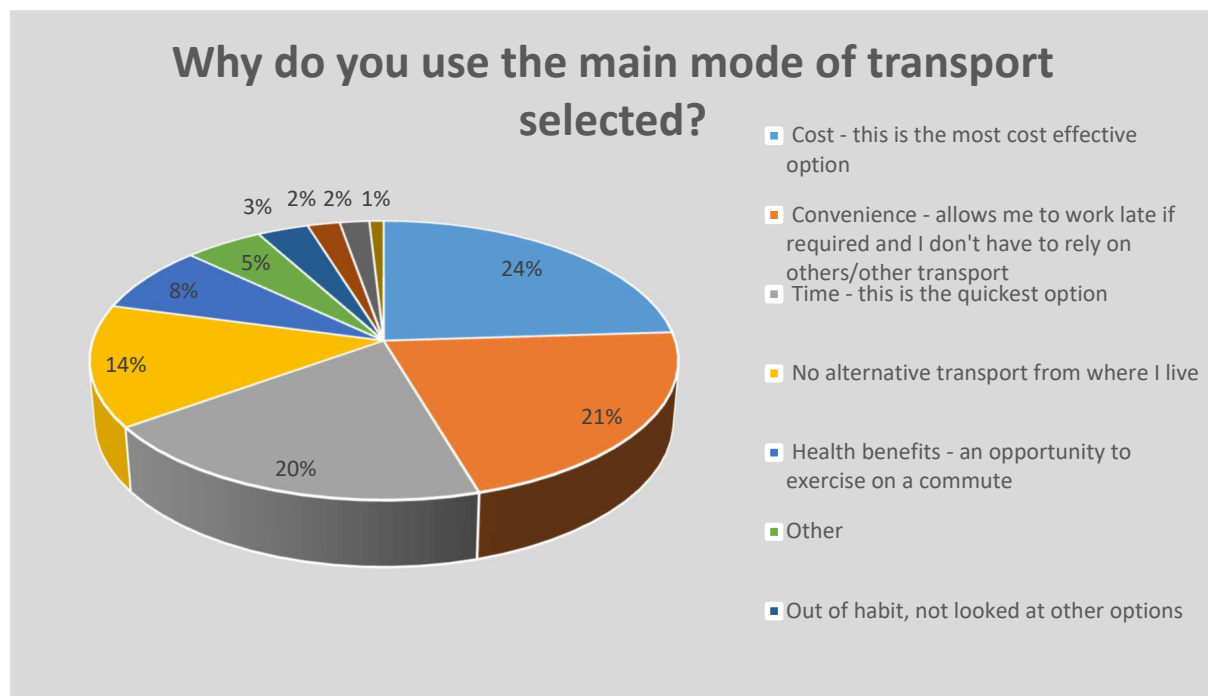


Figure 6

- 3.5 Post code data is also analysed on a regular basis to monitor staff/student movements and capitalise on any opportunities for creating new public transport routes.
- 3.6 The analysis revealed 60% of the University community live within the greater Norwich area with the remaining 40% resident in the rural hinterland with the market towns of Gt Yarmouth, Wymondham, Dereham and North Walsham particularly popular with staff. This residential split and preference for areas has remained unchanged for some 15 years.
- 3.7 Students continue to favour Norwich and whilst the area known as the Golden Triangle which provides easy access to both the campus and the city centre remains popular there is evidence of movement towards more modern properties which offer en-suite bedrooms and large open plan kitchen/dining/living. .

4.0 Objectives & Targets

- 4.1 The University's Travel Plan Strategy objectives are:
 - Reduce the University's carbon footprint.
 - For the University to be a "good neighbour"
 - To enable real and affordable modal choice for its community
 - To deliver a cleaner, safer campus environment
 - To improve the physical and mental health of staff & students
 - Contribute to the Carbon Reduction Plan and the retention of ISO 14001
- 4.2 In addition the Travel & Transport Team are tasked as follows:

Mission: To create and support the development of sustainable travel initiatives, challenging traditional strategies and supporting emerging innovation.

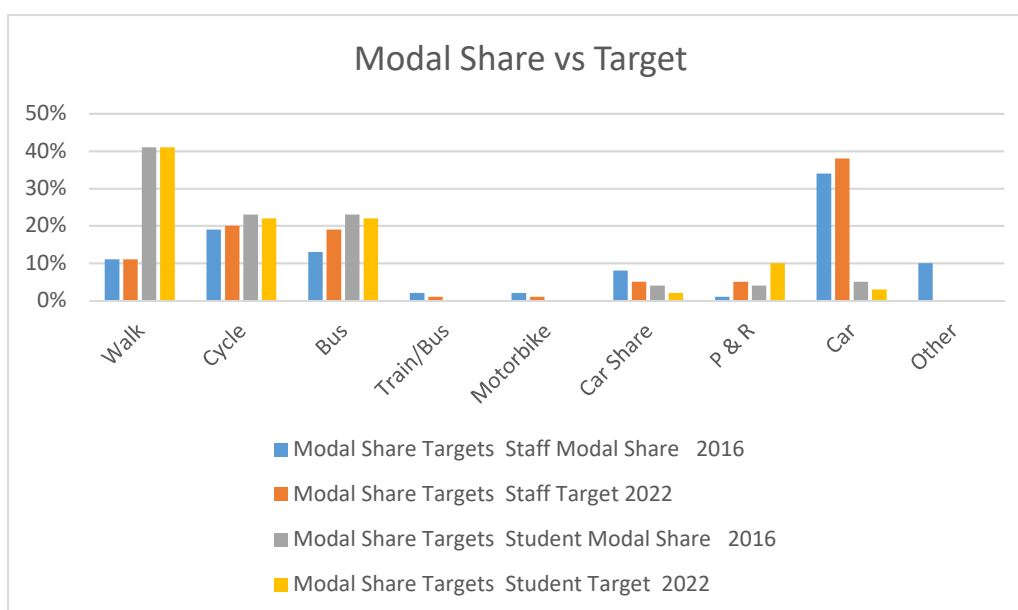
Aim: To increase sustainable modal share and develop travel initiatives that meet the needs of our stakeholders, whilst proactively supporting the UEA position as a sustainable campus, and the delivery of the 2030 Estate Strategy.

Aspiration: The Travel & Transport Team will be recognised for developing and leading effective, integrated, sustainable travel initiatives, which transform traditional approaches to transport, and these ideas will be shared and adopted across the sector.

4.3 Targets

4.4 The University regularly reviews its targets and amends them according to changing situations, for example the introduction of Park & Ride enabled the University to set a much more challenging target for the reduction of private car use by students. There will be an enhanced Park & Ride service from 2017 and changes to the Parking Policy thus the University has once again reviewed and set new targets for the period of this Plan.

Graph 7



5.0 Achieving Modal Shift – Achievements (2010 – 2016) and Planned Activities (2017 – 2022)

5.1 Budget

5.1.1 Revenue from car parking is ring-fenced for travel and transport activities and will be allocated as follows:

- 35% for public transport/ Park & Ride/ cycling support
- 15% for promotional activities associated with all modes and provision of services, e.g. car share database licence

- 35% allocated to capital projects and infrastructure works, including new cycle parking, road and car park maintenance (signage, pothole repairs, white lining), systems (car park control etc)
- 15% staff support and administration.

5.2 Achieving Modal Shift – Achievements and Planned Activities

5.2.1 Marketing, Information and Travel Assistance

5.2.2 *Achieved*

- Designated team (**Sustainable Transport Policy & Strategy Manager**, 1 Lodge Coordinator and 4 x Lodge Transport Assistants), whose roles are to encourage, promote and advise members of the University community on sustainable transport options and to manage the University's Car Park Permit Scheme.
- Staff and student induction activities, to include:
 - Personalised travel planning offered to those registering for parking permits
 - Dedicated slot at staff introductory conferences and student induction talks
 - Students provided with information as part of open day, in the joining instructions and as part of Welcome Week.
- During Year 2 when seeking accommodation, Travel & Transport staff are on hand to advise on walking, cycling and bus routes options for potential rental properties
- Range of printed materials including leaflets and posters
- Participation in a variety of events including Go Green Week, Travel Matters Week
- Sustainable travel content on the web:
UEA Sustainable Ways: www.uea.ac.uk/about/sustainability/campus/travel
UEA Portal pages: <https://portal.uea.ac.uk/estates/travel-and-transport>
- Access to UEA weekly e-bulletins to all staff and students
- Student newspapers used for promoting sustainable travel, either through stories or advertisements
- Digital screens across the University are used for advertising bus services, season ticket deals, sustainable travel events etc.
- UEA's 'Sustainability Network' volunteers help to spread the message within their building/department/division, as well as Green Impact teams being supported to undertake a number of travel-related actions
- Social media presence through Facebook and Twitter (@SustainableUEA).
- Real time bus information and improved marketing materials available at main bus stop.
- Improved web presence – the Portal webpages were refreshed and restructured in 2016.

5.2.3 *Planned Activity & Implementation Date (if known)*

- Closer working with First Bus to promote and sell season tickets; this will include a range of activities around the opening weeks of the new academic year aimed at the student body. In 2017 a campaign will be designed and delivered to staff; the previous campaigns were a “one size fits all” approach which did not necessarily speak to staff members.
- Focused provision of Personal Travel Plans as part of a new Parking Policy.

5.4 Walking and Cycling

5.4.1 *Achieved*

- Capital Projects: Approximately £1m has been spent on the creation or improvement of existing walking/cycling routes to include:
 - Improved lighting and the addition of CCTV to cross-valley link
 - Improvements to Cow Drive
 - Creation of new route from Bluebell Road into the heart of campus
 - Provision of high quality facilities for cyclists including increased cycle parking: 3500 cycle stands are now provided, along with shower facilities
- Dr Bike service upgraded to enable 5-day-a-week operation.
- Cycle Policy updated in 2016 (see Appendix 4)
- Automatic consideration of cycle related requirements as part of new project and refurbishment design process
- Grounds policy that ensures vegetation alongside pedestrian and cycle paths is managed, to avoid journeys being impacted by low branches, stinging nettles, vegetation creep resulting in narrow paths, etc.
- Travel expenses for business journeys (currently 20p per mile) made by cycle.
- Abandoned cycle policy; bikes are refurbished and resold at the cycle repair shop, enabling students and staff to purchase used inexpensive bikes. This also reduces waste.
- Promotional/Support Activities to include:
 - Walking map featuring distance, time taken to walk from popular residential areas and the health benefits of walking
 - Cycle map giving information on cycle routes, location of cycle parking, etc.
 - Promotional events with free gifts (e.g. pedometers, seat covers, breakfast)
 - Participation in events such as Go Green Week, National Bike Week
 - Free cycle health check clinics, minor repairs and maintenance service and advice on safe cycling provide by resident Dr Bike.
 - Cycle Confidence Training as part of UEA involvement in “Pushing Ahead for Education” project.
- Support for a revitalised UEA Bicycle User Group (BUG) membership, and for cycle buddy scheme in conjunction with BUG.
- Participation in the “Cycle to Work” Scheme

5.4.2 *Planned Activity & Implementation Date (if known)*

- Cycle hire scheme, making use of innovative new technologies to launch September 2017

- Creation of an Active Travel Officer post with support from the Pushing Ahead for education Fund whose role will be to work with students to increase their use of active travel options.
- Further increases to cycle parking using the “hub” concept which has to some extent happened organically with the majority of cycles parked in the area opposite Congregation Hall. There is an opportunity to utilise unused land adjacent to the hall and create a very large cycle hub. Providing hubs helps to deter cycling on walkways and enables improved security through focused use of CCTV.
- Continuing to seek to include showers, drying rooms etc. in new builds and refurbishment projects

5.5 Public Transport Services

5.5.1 One in every four commuter journeys is currently undertaken by bus and it is therefore important the University works closely with operators to provide the frequency and

5.5.2 *Achieved*

- The University has worked in close partnership with First Eastern Counties, the main provider of bus services to the University, to improve the quality and reliability of services.
- The lowest-priced annual season ticket available to any University in the UK; some 6,000 annual season tickets are sold each year. UEA Campus Card holders can save around 65% on the recommended retail price of season tickets.
- Bus Service 25X, operated under contract on behalf of the University by First Bus, was withdrawn in 2014 as it had failed to achieve its key aims:
 - Providing faster transfer times to campus for passengers whose first leg of the journey is by train or bus/coach terminating in the city centre;
 - Offering an interchange point on Newmarket Rd for those travelling by bus from outside Norwich. For those travelling from the south and west of the county this avoided the need to travel into the city centre to catch a bus back out to the University;
 - Provide those living in the Eaton area with a direct service to campus.
- Cultural awareness training with First Bus drivers took place in 2016 with the aim of helping drivers to understand the diverse nature of our community and in more general terms the student culture.
- Established bus users focus group to guide development of services and provide feedback on existing services; the group now meets on an ad hoc basis.
- Daily coach services are provided by National Express to London and major airports and ‘Megabus’ to London. Megabus added journeys to Birmingham in 2014.
- Approximately £80,000 was spent to improve safety at the main bus stop by increasing the length of the bus stand, adding pedestrian crossings and changing the road layout (2011)

- Creation of a second bus stop to accommodate additional services including First Bus 22, Konect Service 9 (withdrawn 2012) and Park & Ride buses.
- Improvements to Chancellors Drive to address space issues, and the creation of a new bus pull in and a dedicated coach lay by.
- The University, supported by the successful 'Better Bus Area' bid awarded to Norwich area and delivered by Norfolk County Council, has improved its bus infrastructure at the main University Drive and achieved planning consent to upgrade the Chancellors Drive stop. Providing attractive waiting areas is important to the overall public transport experience. With a bus every 7 minutes most people require somewhere dry to wait and whilst seats are always welcome cover was the most important feature identified by students for the shelter as at peak times up to 100 people can be waiting for a bus. The Main Bus stop now features a large canopy, seating is provided under the canopy and less formally through the use of "fencing" along the boundary, the surface is made from recycled tyres and glass, there is a green roof and just for fun one of the seats is a swing! The modular design allows the shelter to be provided in a range of sizes and also allows it to be dismantled and reinstalled in another location.



5.5.3 *Planned Activity & Implementation Date (if known)*

- Upgrading the remaining three bus stops to the standard of the Main Bus stop where appropriate.
- Interest-free loans for public transport season tickets for UEA staff. The University has an arrangement with First to enable staff to purchase bus season tickets via Direct Debit through the Corporate Travel Club. Whilst it may not be possible to offer a similar level of savings with other operators the University would wish to help its staff purchase tickets by extending payment over a full year by providing interest free loans available to purchase a season ticket from any bus or train operator.
- The University continues to pursue its proposal for a dedicated bus/cycle/pedestrian route across the Yare Valley.

5.6 Park & Ride Services

5.6.1 *Achieved*

- The University provides an annual subsidy in respect of park and ride services from the Costessey P&R site. Service 511 operates at a 30-minute frequency throughout the day between 07.20 and 19.15. Parking and return fare has been frozen at £1.00, making this option very cost effective when compared with on-campus parking charges.
- Service 510 provided by Konect Bus under contract to NNUH, provides a 30 minute service for those traveling to NSC.

5.6.2 *Planned Activity & Implementation Date (if known)*

- From September 2017 the Park & Ride Service will operate throughout the year with extended hours of operation to support students who attend early evening lectures. The service will also be offered at a 15 minute frequency and will be provided free of charge to UEA staff and students. This improved service is a keystone of the travel plan offering an affordable, alternative to on-site parking.
- The University continues to pursue its proposal for a dedicated bus/cycle/pedestrian route across the Yare Valley.
- It is the University's ambition to operate services from the Thickthorn Park & Ride site should this site become available.
- Upgrading the Park & Ride stop has been identified as a priority; some 100 people wait for buses without shelter.

5.7 Car Sharing and Car Club

5.7.1 *Achieved*

- The University has its own database where those seeking to share journeys (whether as drivers or as passengers), can register. The database is supplied under contract by Liftshare.com. The database provides options for UEA staff and students to register for the University's private group or the wider Norfolk or national databases. Those who share can register for a "smartshare" parking permit, which entitles the holders:
 - To use priority parking (i.e. bays reserved for the use of sharers only before 10.30). These bays are located closest to buildings.
 - 'Guaranteed-get-you-home service' ensuring transport is available should an emergency occur.
- Journey sharing is promoted throughout the year with special events and competitions to encourage people to register and share.
- The University offers its staff and students membership of the Norfolk Car Club and has an offer available with Co-Wheels to encourage private membership.

5.7.2 *Planned Activity & Implementation Date (if known)*

- From September 2017 the Car Share Scheme will:
 - Allow staff members resident at the same address to share where a more sustainable mode is not available.

- Require car share permit holders to register as a BudiGroup with Liftshare.com to allow others to join a group
- Only offer parking in barrier controlled car parks; this will enable improved monitoring of the scheme.
- In conjunction with Norfolk County CIC / Norfolk Car Club, the University aims to establish and grow the car club at UEA and thereby enable a further (and potentially electric) vehicle to be stationed on site. An improved offer for business related use has been negotiated and will be promoted on an on-going basis to all Schools & Divisions.

5.8 Car Park Arrangements

5.8.1 *Achieved*

- Since the implementation of its Travel Plan in 2002, UEA has reduced its parking stock by some 35% and remains below its approved limits.
- Key points of the existing Car Park Policy:
 - No automatic issue of parking permits to those who wish to drive.
 - Undergraduate and postgraduate taught students are required to use Costessey Park & Ride Services; Service 511 for the main campus or Service 510 for the Edith Cavell Building.
 - Where an undergraduate or postgraduate taught student is able to demonstrate exceptional, extenuating welfare circumstances, the Student Parking Appeals Panel may grant permission for a parking permit to be issued.
 - A daily parking charge is in force from Monday to Friday throughout the year, including during University vacation periods.
- Visitor arrangements are as follows:
 - Scheduled visitors: Hosts may purchase a full permit for visitors arriving before 2.00 pm at a cost of £5.00, or a limited permit for those arriving after 2.00 pm at a cost of £2.00.
 - Unscheduled visitors: from 1 October 2015, parking will cost £5.00 per hour between 06.00 and 10.00 am then £1.00 per thereafter until 6.00 pm, at which time a flat of £1.00 is available.
- Car park revenue is ring-fenced for sustainable travel measures.
- Parking Charge Notices are used to enforce the University's Vehicle Regulation, with a charge of £70.00 reducing to £35 if paid within 14 days for those in breach of the Vehicle Regulations.
- A £5.00 priority parking tariff (06.00 – 10.00) was introduced in 2015 to deter visitors from attending campus during the morning peak. This resulted in a reduction of some 120 vehicles.

5.8.2 *Planned Activity & Implementation Date (if known)*

5.8.3 The UEA has produced a revised Parking Policy in order to demonstrate how it can and will meet the demands for parking up to 2030 in line with the Estate Strategy, University's UEA Plan 2016-2020, Development Framework Strategy and the UEA Strategic Vision 2030.

- Principle objectives of the car parking policy
 - Ensure the Parking Policy supports the business of the University
 - Maximise the limited car parking resources that are available.
 - Reduce congestion in and around University sites.
 - Reduce car journeys to University sites.
 - Prevent unauthorised use of University car parks.
 - Deliver parking solutions to enable the Estate Strategy to be delivered
 - Increase parking charges to :
 - Encourage the use of alternative modes
 - To support and improve alternative, smarter travel options
 - Simplify the policy; providing a transparent, easy to understand policy

5.8.4 As part of the review, which took place between January and June 2017, the Executive team took the decision to not build a decked car park but to instead seek to further reduce demand for parking. The Executive Team agreed in May 17 the current Parking Policy will be amended to enable the introduction of Accessibility Zones.

5.8.5 A copy of the Policy along with revised Terms & Conditions for parking at the University are provided at Appendix 2.

5.8.6 Charges for Parking

5.8.10 In addition to the creation of Accessibility Zones daily charges for parking permit holders will also rise incrementally until they reach a standard rate of £4.20 per day and a discounted rate of £3.20 per day for UEA Pay Scale Grade 1 & 2 employees, Students, some Sportspark employees, employees who are contracted to work unsocial Hours and Blue Badge Holders. Visitor charges will also be subject to increase.

5.8.11 From 2020 charges will be reviewed on an annual basis to ensure they keep pace with rise for public transport.

5.8.12 Temporary Car Parking Arrangements

5.8.13 To facilitate the Estate Strategy the University in partnership with LLP NRP the University has made an application to extend the planning consent for a period of not less than 5 years and to increase the number of spaces from 315 to 467.

5.9 Partnership Working

5.9.1 *Achieved*

- The University has always maintained close working relationships in respect of travel and transport initiatives with NNUH, John Innes Centre and The Institute of Food Research. There are quarterly meetings between Research Park travel coordinators, and this group are seen as vital to the wider development of the NRP. The Norwich Research Park expansion will provide further opportunities for all organisations to work in partnership to deliver initiatives. There are already collaborations between the Hospital and the University regarding Travel Plan policies, and support has been available for initiatives such as Park & Ride Bus Service 511.
- The University seeks to work with any organisation with shared goals and benefits. Examples include Norfolk County Council, Norwich City Council, ACTTravelwise and the Environmental Association of Universities and Colleges (EAUC, the sector body for sustainability) amongst many.
- The University has supported the 'Better Bus Area' bid (Norfolk County Council), 'Push the Peddleways' cycle route developments (Norwich City Council), and has worked with Abellio train services to provide discounts for season tickets and to offer preferential rates for the Bike & Go scheme.

5.9.2 *Planned Activity & Implementation Date (if known)*

The University is part of the "Pushing Ahead for Education Group and has now formed a closer working relationship with City College Norwich. The University is also collaborating with City College to develop on-line videos which will help students identify the best routes to their respective campuses.

5.10 Other Activities

5.10.1 The University has commissioned a "Movement & Place" Strategy to be developed to ensure the safe movement of its staff and students around campus. The strategy will consider all forms of transport from the pedestrian to the delivery of materials by large vehicles. It is anticipated the Strategy will take some 6 months to be developed with a start date in September 2017.

5.10.2 The University will invest in 12 electric charging points to encourage and support emission free driving.

6.0 **Monitoring and Review**

6.1 In order that the Travel Plans can be adapted or adjusted quickly, it is essential that their performance be monitored closely and regularly.

- Monitoring (since 2015) of staff travel will be undertaken by Norfolk County Council as part of their wider Norfolk work.
- The University will carry out an in-depth survey of all staff and students every 5 years.
- The Travel Plan will be updated in 2022, and every 5 years thereafter.
- Travel Plan updates will be undertaken by the Sustainable Transport Strategy Manager; however any changes to policy will be approved by the University's Executive Team following consultation with the wider University.
- The Travel Plan will be updated in direct response to changes in policy, or in response to new developments and transport provision.

Appendix 1: Implementation Action Plan

Area	Initiative	Brief details	Target Completion Date	Status
Travel Plan Strategy	Update Travel Plan Strategy	Bring together in the Travel Plan recent agreements regarding parking policy and measures to include Park & Ride, cycle hire scheme etc.	June 17	
EMS Group Quarterly Meetings	Making the Strategy work	EMS group to identify areas which will ensure successful delivery of the Travel Plan Strategy and make recommendations to the Sustainability Board		Underway
Park & Ride	Costessey park & Ride	Enhanced operating hours, improved frequency and free to use	Start of academic year 2017/18	Complete
Cycling	Cycle Hire Scheme	Support and oversee the delivery of an ad-hoc bike hire scheme to be delivered by OFO Bike	November 2017	
Cycling	Boiler House Roof Cycle Park	To create a cycle park for approx. 180 cycles	Spring 18	
Walking/Cycling	Active Travel Officer (ATO)	With funding from Pushing Ahead for Education appoint a ATO to work with the student body at UEA and City College	November 17	
Public Transport	Airport P&R – UEA Shuttle	AM/PM shuttle from airport P&R direct to UEA, just one journey during am/pm peaks timed to meet majority need with any return journeys via existing services.	December 17	
Public Transport	UEA Bus Users Forum	Forum will comprise staff, students, SU, First Bus and Norfolk County Council Passenger Transport Team. Will meet once per semester to review services and propose positive actions to enhance services	October 17 February 18 June 18	Complete
Parking Management	Extension to Park & Stride	Planning application for extension to Triangle site	October 17	Complete
Parking Management	Update Terms & Condition for Use of car Parks	T&C's apply to permit holders and non-permit holders and provide the framework for enforcement action	January 18	
Parking Management	Review of permits/new applicant changes	Existing parking permits belonging to those in the current 1 mile Accessibility Zone reviewed and revoked as necessary and new permit applications become subject to the new Policy which limits applications	February 18	
Parking Management	Software upgrade	Installation of Parking Permit Software	March 18	

Car share	Changes to the SmartShare	Car Share membership scheme changes implemented	January 17	
Marketing & Promotion	Arrivals/Welcome week	Presence at events during arrivals weekend and throughout welcome week including induction talks	September 17	Complete
Parking Management	Personal Travel Plans	Implement "myPTP" widget to enable the production of personal travel plans	October 2017	Complete
Infrastructure	Movement Strategy	Movement strategy informs decisions in respect of bus, cycling, pedestrian infrastructure	Tender November 17 Report Summer 18	
Parking Management	Form Stakeholder Group for those who arrange events etc.	Ensures conference, graduation, open days, gigs etc. are considered and plans put in place to enable continuation of delivery	2018	
Marketing & Promotion	All non-car options	Promotion of alternatives including personal safety advice, cycle confidence workshops	On-Going	On-going
Marketing & promotion	Travel Matters Week	Week long promotion of sustainable transport to staff, students and visitors	November 2017/18/19	
Public Transport	New/improved Services	Continued discussions with operators	On-going	Ongoing
Cycling	Refurbishment/New Cycle Parking	Audit of cycle racks throughout the campus; identify actions to be taken as follows: clean; refurbish, replace. Plan to be costed.	November 2017	Underway
Evaluation/Monitoring	Travel to Work Survey	Norfolk County Council Annual Survey	Survey October 17 Results December 17	Complete
Parking Management	Increase to Charges	First of three rises implemented for permit holders and increased charges for pay-to-park	January 2018	
Parking Management	Accessibility Zones	Those identified as resident in the "walking" Accessibility Zone notified of implementation date, anticipated to be following Easter break	Notification January Implementation Easter	
Parking Management	Introduction of Occasional User Permit	Occasional user permit introduced and available to those in the walking zone in the first instance	with Accessibility Zone implementation	
Car Club	Car Club	Second vehicle available	March 2018	
Evaluation/Monitoring	Survey/Car Park Monitoring	Review outcomes of first year, amend strategy as necessary	June 2018	

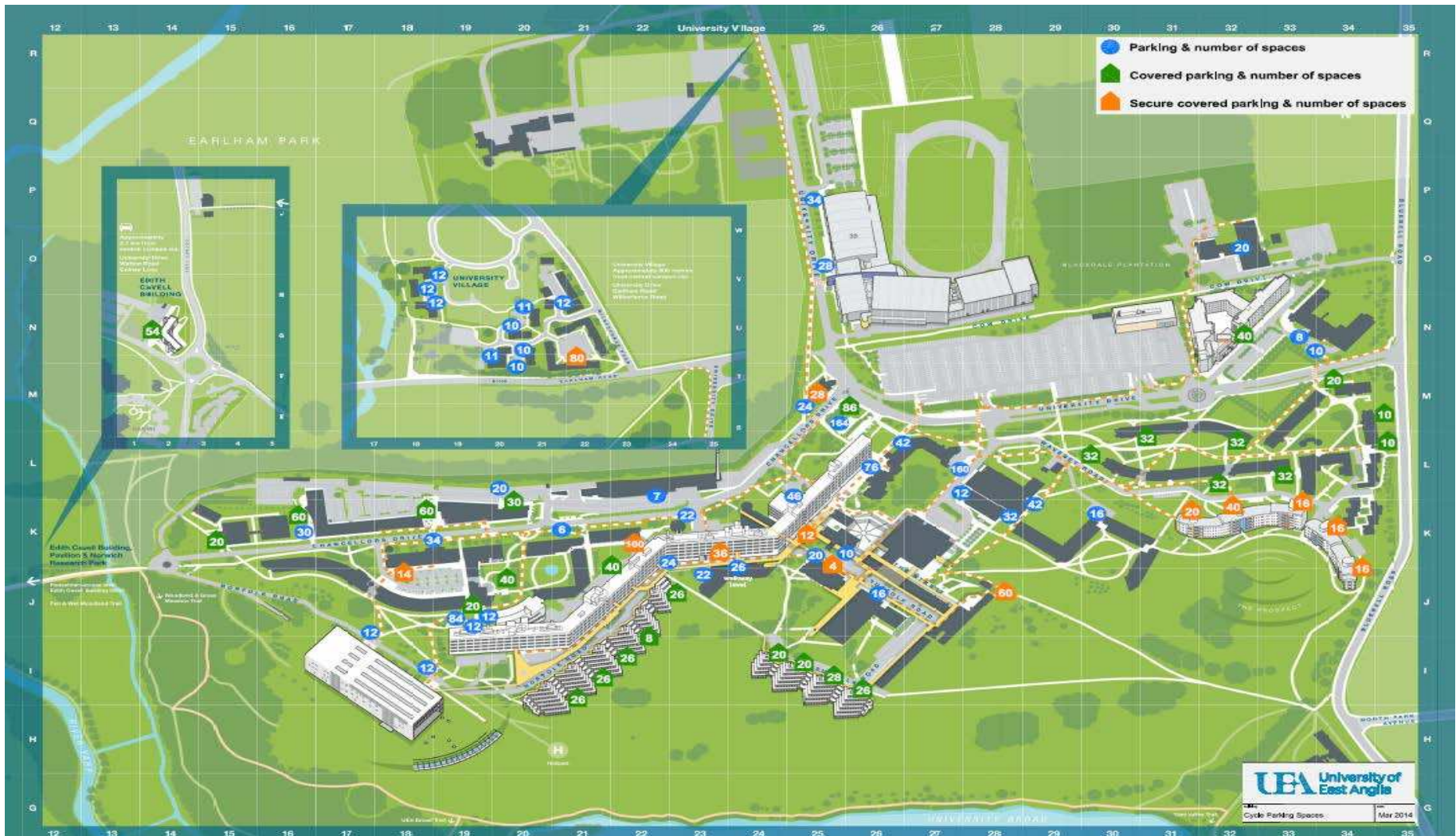
Public Transport	UEA/First Bus Season Tickets	Negotiate 2018/19 price	March 2018	
Parking Management	Personal Travel Plans	Personal Travel Plans prepared for those in resident in walking Accessibility Zones	To coincide with delivery of Estate Strategy	
Parking Management	Accessibility Zones	Implementation of Accessibility Zones for existing permit holders	To coincide with delivery of Estate Strategy	
Parking Management	Scheduled Visitor Parking	Use of parking permit software system to manage scheduled visitor parking	March 2018	
Cycling	Cycle Hire	Expansion of cycle hire scheme	September 2018	
Parking Management	Parking Charge Increase	Second increase implemented	January 2018	
Evaluation/Monitoring	Survey/Car Park Monitoring	Review outcomes of year 2, amend strategy as necessary	June 2019	
Parking Management	Parking Charge Increase	Second increase implemented	January 2019	

Appendix 2: Campus Maps

Campus Map



Cycle Parking Map



Appendix 3: Policy Documents

UEA Car Park Permit Scheme Permit Allocation

Until September 2018, parking permits will not be available to:

- Those who reside one mile or less from the Campus
- Undergraduate or postgraduate taught students

Unless the applicant is:

- a Blue Badge Holder or have an evidenced medical condition which entitles you to a UEA parking permit
- a UEA or Student Union employee contracted to commence work between 7.00 pm and 7.00am
- as a student, been granted special dispensation by the Appeals Panel

From September 2018, permits will not automatically be available where:

- The applicant is an undergraduate or postgraduate taught student
- The term time residential address is less than 2.4 kms (1.5 miles) of the University (walking distance as indicated by Google maps)

And additionally:

- From September 2020 permits will not automatically be available where there is access to public transport expressed as total journey time by public transport of 60 minutes or less using a single service (this avoids the need to wait for connecting services). The journey time includes time taken to walk from the home address to the bus stops.

The following exemptions will apply:

Table 1

Need	Criteria	Evidence
Blue Badge or other medical condition which affects mobility	Medical conditions which inhibit the ability to walk or use public transport to commute to UEA	Blue badge or clinician/GP. If latter letter must be clear as to the absolute requirement for the permit.
Caring responsibilities	Caring responsibilities for a disabled, elderly or ill dependent	Copy of letter from medical practitioner confirming caring status or the carer allowance is received
UEA Staff - Unsocial hours	Unavailability of public transport to support UEA Staff contractual obligations to commence or finish work outside the hours of park & ride	Letter from line manager confirming applicant is contracted to work unsocial hours and inability to use public transport

	operation. (Monday to Friday)	
Walking distance of 2 kms (1.5 miles) or public transport accessibility –	Walking distance exceeds the parameter due to lack of footpaths and there is no alternative public transport option.	Google map is used to plot walking route. Bus journey details as given by the approved journey planner http://www.travelineeastanglia.org.uk
Student placement parking permits limited to length of placement	The student is resident in UEA Halls of Residence and is required to attend a placement that cannot be reached by alternative means	Confirmation of placement from appropriate School
Students who care for primary school age children	Where the home address is beyond the parameters of the Accessibility Zones and use of alternatives does not allow on-time attendance at lectures.	An appeals process has been established, details available on the travel & transport web pages
Staff who care for primary school age children or younger	Applications from staff members who require a car to regularly convey primary school age or younger children to and from school or childcare where walking or public transport options are not available and where flexible working is not possible or appropriate. Where a child(ren) attend UEA Nursery. Permits will be limited to 1 per household.	The Parking Permit Management System will determine the Accessibility Zone however applicants may consult Google map to plot walking route. And/or bus journey details as given by the approved journey planner http://www.travelineeastanglia.org.uk Confirmation of outcome of appeal.

From September 2018 staff members not eligible for a parking permit may apply for an occasional user permit which will entitle them to 16 days parking per year charged at their banded rate.

University Staff Travelling on University Business

Where staff and students have to undertake business journeys in their own car and park on a University Site, but they do not have a University parking permit, they should obtain a pay and display ticket and reclaim the costs along with their mileage claim for the journey.

Where staff are using Norfolk Car Club hire vehicle booked these vehicles are able to park on University sites without the need for any permit or ticket but must be parked in the bay reserved for the car club.

All parking permits will be renewed annually.

Car Parking Charges For Permit Holders

All those who seek to park on campus must pay to park either directly

- as a member of UEA's car park parking permit scheme
- as a visitor (this includes those not entitled to a permit e.g. students) paying the appropriate fee at the time of parking

Or indirectly

- through the use of a visitor parking permit paid for by the host
- as a guest of the Sportspark (time restricted), Broadview Lodge, Conference Services and on LCR Gig nights where an agreed lump sum has been paid
- or as part of a tenancy agreement

4.2 Except where:

- They are guests of the University attending formal open days or graduation ceremonies where charges are suspended.

4.3 Charges from 1 January 2018 for all Campus Car parks, Edith Cavell and Bob Champion Research & Education Building would be implemented as follows:

Band	Approximate FT Salary	Current Charge Per Day	Difference	Year 1 January 2018	Year 2 increase 2019	Year 3 increase 2020	Approx. Hourly rate
A	<£15,000, Students,	£1.22	£1.98	£1.22 £0.66	£1.88 £0.66	£2.54 £0.66	
Total per day				£1.88	£2.54	£3.20	0.46
B	£15,000-£37,000	£1.64	£2.56	£1.64	£2.49	£3.34	
	Other			£0.85	£0.85	£0.86	
Total per day				£2.49	£3.34	£4.20	0.53
C	£37,000-£52,000	£1.98	£2.22	£1.98	£3.09	£0.00	
				£1.11	£1.11	£0.00	
Total per day				£3.09	£4.20	£4.20	0.53
D	£52,000 +	£2.96	£1.94	£2.96	£0.00	-	
				£1.24	£0.00		
Total per day				£4.20	£4.20	£4.20	0.53

From 2020 Charges will be implemented as follows:

Group	Approximate FT Salary	Daily Charge 2020
A	UEA Pay Scale Grade 1 & 2 employees, Students, Some Sportspark employees, employees who are contracted to work unsocial Hours and Blue Badge Holders	£3.20
B	All non-Group A	£4.20

4.4 The University is seeking as a priority to move to hourly charging with the charge for a full day capped at 7 hours.

4.5 Charges for Use of the Park & Stride

Every effort will be made to retain a lower charge for the Park & Stride Car Park than on campus but the charge will need to reflect operating costs, set to balance supply and demand and not be significantly lower than the equivalent return journey fare provided under the UEA/First Bus season ticket arrangement. At least 1 months' notice will be given of any change to the cost of parking at the Park & Stride.

4.6 From 2020 charges for permit holder parking will be reviewed on an annual a basis and increases implemented as appropriate.

Car Park Charges for Non Permit Holders

Visitor Parking charges – Main Car Park:	
Monday to Friday, 06.00 am – 10.00 am	£5.00 per hour
Monday to Friday, 10.00 am – 6.00 pm	£3.00 per 2 hours
	£3.50 per 3 hours
	£4.50 per 4 hours
	£5.50 per 5 hours
	£6.50 per 6 hours
	£7.50 per 7 hours
All other times (including Weekends and Bank Holidays)	£1.00 flat fee

Charges in Other Car Parks	
Monday to Friday, 06.00pm – 6.00 am	£3.00 per 2 hours
All other times (including Weekends and Bank Holidays)	£1.00 flat fee

Appendix 3: Draft terms & Conditions of Car Parking at UEA

DRAFT TERMS & CONDITIONS FOR CAR PARKING AT THE UNIVERSITY OF EAST ANGLIA

1. Access and Parking

Access and parking of any motor vehicle on University property shall be subject to authorisation and the payment of the appropriate fee (unless exempt from payment).

2. General Parking Provisions

All vehicles must be parked correctly as follows, unless authorised otherwise by The Travel & Transport Team or the Security Team:

- Vehicles must not
 - be parked outside the marked bays
 - in any area of yellow or white hatching
 - Parking on any footpath, cycle path or pedestrianized area
 - park on grass verges or other grassed areas
 - park on the roadways and footpaths associated with Earlham Hall
 - obstruct fire exits, entrances, access areas or loading bays or cause any other obstruction to Campus users
 - not park on yellow lines at any time
 - Park overnight (after 2.00 am) without permission from the Travel & Transport Team or the Security Lodge except those vehicles who have been issued with a permit to park in an authorised location as determined by their permit type.
 - Fail to pay appropriate parking fee
 - Fail to display a valid permit and scratchcard in car parks not controlled by barrier entry and exit
 - Fail to conform to any traffic sign or speed limit on University property or any other relevant Road Traffic legislative requirement normally applicable on the general highway including tailgating at barriers

- Disabled bays are for disabled drivers/passengers only and must not be used or obstructed by any other vehicles, including contractors and delivery vehicles

- Motor vehicles over 3000kgs, unladen vehicles or long vehicles must enquire with Travel & Transport Team or the Security Team regarding the most appropriate location to park – such vehicles must not occupy more than one parking space.

Failure to comply with Section 2 of the University's vehicle Regulations may result in enforcement action as described in Sections 12 and 15.

3. Cyclists

Cyclists are expected to conform to all traffic signs and directions as they would on the public highway and are prohibited from cycling on the footpath, unless designated as a cycle way.

Cyclists who ride in the dark are required by law to have lights. These must be white at the front and red at the rear.

4. Registration & Permits

All staff, students and others who wish to park on University property at any time and who are eligible for membership of the University Car Park Permit Scheme must register with the scheme.

All applications including those in respect of student applications to be considered by the Appeals Panel should be submitted to the Travel & Transport Team, Estates & Building Division. From September 2017 applications should be made using the on-line application process available to for all UEA campus card holders.

Non-UEA campus card holders who would wish to obtain a permit to park should seek advice from the Travel & Transport Team.

Where a registration permit is issued this must be displayed on the passenger side of the windscreen of the vehicle at all times.

To protect the integrity of the scheme up to two vehicles may be registered but only one vehicle permit will be issued.

Motorcycles must also be registered free of charge, but a permit will not be issued.

Permit Types

Standard permits will be issued to those eligible to become members of the UEA Car Park Permit Scheme and permits must be renewed annually. Certain permits will include a letter to indicate the status of the permit holder as follows:

- S issued to members of the Smart Share Scheme
- NS issued to non-stipendiary staff
- D issued to blue badge holders or those who require similar parking facilities
- V issued to Students who are eligible for a Village only permit e.g. placements,
- U Staff – Unsocial hours
- EC issued to businesses based with the Enterprise Centre

UEA Car Park Permit Scheme Permit Allocation

Until September 2018, parking permits will not be available to:

- Those who reside one mile or less from the Campus
- Undergraduate or postgraduate taught students

Unless the applicant is:

- a Blue Badge Holder or have an evidenced medical condition which entitles you to a UEA parking permit
- a UEA or Student Union employee contracted to commence work between 7.00 pm and 7.00am
- as a student, been granted special dispensation by the Appeals Panel

From September 2018, permits will not automatically be available where:

- The applicant is an undergraduate or postgraduate taught student
- The term time residential address is less than 2.4 kms (1.5 miles) of the University (walking distance as indicated by Google maps)

And additionally:

- From September 2020 permits will not automatically be available where there is access to public transport expressed as total journey time by public transport of 60 minutes or less using a single service (this avoids the need to wait for connecting services). The journey time includes time taken to walk from the home address to the bus stops.

The following exemptions will apply:

Table 1

Need	Criteria	Evidence
Blue Badge or other medical condition which affects mobility	Medical conditions which inhibit the ability to walk or use public transport to commute to UEA	Blue badge or clinician/GP. If latter letter must be clear as to the absolute requirement for the permit.
Caring responsibilities	Caring responsibilities for a disabled, elderly or ill dependent	Copy of letter from medical practitioner confirming caring status or the carer allowance is received
UEA Staff - Unsocial hours	Unavailability of public transport to support UEA Staff contractual obligations to commence or finish work outside the hours of park & ride operation. (Monday to Friday)	Letter from line manager confirming applicant is contracted to work unsocial hours and inability to use public transport
Student placement parking permits limited to length of placement	The student is resident in UEA Halls of Residence and is required to attend a placement that cannot be reached by alternative means	Confirmation of placement from appropriate School
Students who care for primary school age children	Where the home address is beyond the parameters of the Accessibility Zones and use of alternatives does not allow on-time attendance at lectures.	An appeals process has been established, details available on the travel & transport web pages
Those who have formed a car share group	Eligible for a UEA SmartShare permit and registered with UEA CarShare.com as per the conditions stated at Section 4.	Please see section 4
From September 2018 Walking distance of 2 kms (1.5 miles) or public transport accessibility –	Walking distance exceeds the parameter due to lack of footpaths and there is	Google map is used to plot walking route. Bus journey details as given by the approved journey planner http://www.travelineeastanglia.org.uk

	no alternative public transport option.	
From September 2020 Staff who care for primary school age children or younger	Applications from staff members who require a car to regularly convey primary school age or younger children to and from school or childcare where walking or public transport options are not available and where flexible working is not possible or appropriate. Where a child(ren) attend UEA Nursery. Permits will be limited to 1 per household.	The Parking Permit Management System will determine the Accessibility Zone however applicants may consult Google map to plot walking route. And/or bus journey details as given by the approved journey planner http://www.travelineeastanglia.org.uk Confirmation of outcome of appeal.

Those not eligible for a UEA car park permit but wish to drive must use Costessey Park& Ride.

From September 2018 staff members not eligible for a parking permit may apply for an occasional user permit which will entitle them to 16 days parking per year charged at their banded rate.

Replacement Permits

A new permit will be issued free of charge for a permanent replacement vehicle if the existing permit is returned. If the permit is not returned a £10.00 administration fee will be charged.

Lost / Stolen Permits

Lost or stolen permits will be replaced upon payment of a fee of £10.00.

5. Car sharing Arrangements

Car sharing is defined for the purposes of this policy as two or more individuals who are on the University's Payroll or employed to work on the University campus by an external organisation for example NHS or are members of the student body, as sharing a vehicle to travel from home to the University and who are each eligible for a car park access permit through the application/criteria process.

A University staff member sharing a journey from home to the workplace with a spouse/partner or other person resident at the same address will only be accepted if each has previously been eligible for and held a standard car parking permit for a vehicle in their own right (individually paid for) and/or the share arrangements signifies a change in employment patterns which allow for a sharing arrangement.

Those eligible for a standard car parking permit are eligible to apply for a **Smart-Share** permit.

Applications will only be accepted where

1. The term time address is beyond 5km of the University
2. where a more sustainable means of travel is not available (this may include park & ride)

Terms & Conditions:

3. A car pool is defined as having at least two, University based, car-driving members. If membership of the car pool is less than two drivers, the entitlement to a SmartShare permit is withdrawn.
4. A car pool for the purposes of this policy will be defined as one permit registration; individual membership is not recognised
5. One permit will be issued per Team member. Each permit will have up to 4 registration numbers. Drivers will be required to exchange previously held annual permits at the time of issue of a car share permit.
6. **Smart-Share** permits must be renewed on an annual basis.
7. If a car sharer leaves the University or is unable to continue car sharing for whatever reason, it is up to that person to notify the Travel & Transport Team, and failure to do so may result in car parking access being denied.
8. If there are only two people within your car share Standard and any member of that group suspends or cancels payments for whatever reason e.g. long term sickness the car share arrangement will be terminated at that time, unless a suitable new car sharer can be found.
9. The Travel and Transport department should be notified of any changes to registered vehicles.
10. It is expected that the car pool members will travel together and that instances of individual use will be kept to a minimum. Where individual travel exceeds 20% of recorded journeys on a regular basis the permit may be revoked.
11. Drivers must abide by the University's Car Parking Terms & Conditions at all times and any permit holder deemed to be breaching a vehicle regulation risks.
12. Where an individual within the car pool group infringes the University's Terms and Conditions of Parking the infringement will apply to ALL car pool members and any subsequent action taken will apply to ALL car pool members.

6. Car Park Allocation

Visitor

Area	Visitor	Payment Arrangements
Main Car Park	Yes	Pay-on-Foot
West Car Park	Yes	Pay & Display at weekends, public holidays, customary & statutory days
Waveney Road	Yes	UEA Visitor Permit Only
Central Car Park	Yes	Pay & Display, 2 hour restricted stay
Roadside Bays	No	N/A
Earlham Hall	Yes	UEA Visitor Permit Only
Edith Cavell Building Car Park	Yes No	N/A – permits provided by ECB Reception staff N/A
The Village	No	N/A
Blackdale Annexe	Yes	UEA Visitor Permit Only
Colney Sports Pavilion	Yes	Pay & Display
Suffolk Walk	Yes	Pay & Display, 2 hour restricted stay
Park & Stride, Triangle Site	Yes	UEA Visitor Permit Only

Invited Guest

Schools and Divisions are able to purchase visitor parking permits in the form of a one day scratch card for issuing to their visitors if they do not wish the visitor to pay for parking. These permits (sold in books of 10) must be purchased in advance from the Travel & Transport Team, The Lodge. Please send requests via email to: transport@uea.ac.uk

Alternative arrangements exist to deal with certain other visitors to the University, e.g. SCVA, School of Nursing Science, Health Centre, Nursery Parents, Broadview Lodge and Conference Delegates and Contractor vehicles (further details available from the Travel & Transport Team).

Permit Holder Arrangements

Area	Permit Holder Types	Access
Main Car Park	Standard	Swipe card
West Car Park	Standard	Swipe card
Central Car Park	Disabled	Scratchcard
Roadside bays	Standard	Scratchcard
*Edith Cavell Car Park	Standard	Swipe card
Earlham Hall	Standard	Scratchcard
The Village	Standard & Permits bearing the letter "V"	Scratchcard
Blackdale Annexe	Standard	Scratchcard
Colney Sports Pavilion	Standard	Scratchcard
*Bob Champion Research & Education	Standard	Swipe card
Park & Stride, Triangle Site	Standard	Swipe card & Pay & Display

** Relevant written authorisation required as part of permit application process*

Notes:

- **Where access to a car park is via a barrier system permit holders must use Swipe cards to gain entry to and egress from (even if barriers are open) for the correct amount of car park charge to be debited.** Failure to swipe at the entrance and exits could lead to a longer charge period being debited to an account. The parking fee will be automatically debited from salary or bank account via direct debit.
- Permit holders must not park in the bays reserved for:
 - CRTU, to the rear of the School of Medicine reserved for NHS patients
 - The Parent & Child Spaces, Central Car Park, these spaces are provided as part of research trials.
 - Patient bays, University Drive reserved for patients attending appointments at the Health Centre
 - Any other bays clearly marked for the use of an individual, School or Department e.g. Health centre Staff, catering etc.
- During term time the Colney Sports Pavilion Car Park will not be available to permit holders on Wednesdays to ensure availability for those using the sports facilities.
- Access to Edith Cavell and Bob Champion Building Car Parks are by written agreement with the School/Division.

Waveney Road / Colman House

Parking bays along Waveney Road are reserved for visitors displaying UEA Visitor Permits and UEA owned/leased vehicles, allocated at the discretion of the Travel & transport Team or the Security Team.

The Sainsbury Centre, & Sports Park Car Park

The Sainsbury Centre, and Sportspark car parks are not available for use at any time by University staff, students or visitors. Authorised use is restricted to non-university users of the individual facility. UEA Car Park Permit Holders will be subject to infringement and enforcement action if found parked in these areas.

Visitors to the Sainsbury Centre will be provided with a parking permit by Front of House staff and required to return to the vehicle in order to display the permit in the windscreen. The display of an official permit allows Car Park Attendants to easily identify vehicles authorised to use the bays and those who are contravening the University's vehicle regulations.

Long Term

Visitors to the Centre will give details of their vehicle and its location to Front of House staff who will enter this onto the database. The information held on the database will be transferred to mobile devices allowing Car Park Attendants to easily identify vehicles contravening the University's vehicle regulations.

Enterprise Centre/Earlham Park Users Car Park

The car park adjacent to the Enterprise Centre is divided into two distinct zones. The area beyond the barrier is for the sole use of Enterprise centre tenants between 07.00 and 5.00 pm. as indicated by the provision of a barrier.

Motorcycles

Motorcycles must not park in any parking bay normally used by cars. Motorcycles should, wherever possible, park in the marked motorcycle areas, if not they should be parked in locations that do not cause inconvenience or obstruction to Campus users as detailed in and in accordance with "General Parking Provisions", Section 2.

Drivers/Passengers Who Are Blue Badge Holders and/or University defined "D" permit Holders

Blue Badge Holders are NOT offered the same benefits on the University Campus as they have on the highways, as parking on any yellow lines is not permitted except in exceptional circumstances and only by prior arrangement with the Travel & Transport Team or the Security Team. This is due to the fact that the Campus roads are narrow, there is a large cycling population and the roads are bus routes.

Blue badge holder are permitted to park in accessible parking bays on campus provided they display their blue badge when parking. If an accessible parking bay is not available, blue badge holders should park in the next appropriate bay with the exception of bays which belong to a school or department, e.g. a CRTU bay - unless authorised by the school or department.

Where possible, blue badge holders should pay the parking charge applicable to the parking area*. If there is no option to pay, e.g. Suffolk Road accessible parking bays, the driver should just display their blue badge on their dashboard.

*UEA staff and students eligible for a parking permit are required to register and pay the appropriate charge either via campus card swipe or displaying a valid scratchcard.

UEA disabled permit holder

UEA staff and students who possess a UEA disabled permit but not a Blue badge, are permitted to park in accessible bays on campus and display their permit and scratchcard if appropriate. Alternatively UEA disabled permit holders should park in car parks/ parking areas which they are eligible for depending on their permit type e.g. Staff, Student, Smartshare etc.

For example – If a UEA disabled staff permit holder was unable to park in an accessible parking bay in the Central Car Park, they would not be authorised to park in a regular bay in this car park.

Staff and students who, whilst not a Blue Badge Holder, for other reasons require similar assistance with parking facilities should contact transport@uea.ac.uk for further help and advice.

7. Parking in the Local Area

The University seeks to preserve the public facilities and residential access in the immediate area surrounding the University and gives notice that staff and students should respect these important provisions by not parking in the surrounding streets and car parks (including the Sportspark Car Park and the roads in Earlham Park) or any other place that may be designated when attending the University.

Any such parking that gives rise to complaint and is proved to prevent public access will be seen as a breach of the terms of registration under the University's Vehicle Regulations and may lead to revocation of the registration or other penalty.

8. Parking Fees

Parking fees for visitors apply throughout the year.

Parking fees will be payable by Standard permit holders from Monday to Friday throughout the year including University vacation periods but with the exception of weekends, statutory and customary days and Public holidays.

Holders of non-stipendiary permits *and those identified as contracted to work between 19.00 and 07.00 will not be charged to park during these hours but will be charged at all other times.*

Any member of staff or student who is not registered as a permit holder must pay the published visitor parking fees at all time throughout the year.

Motorcycles are allowed to park free of charge, but must not be parked in vehicle parking bays.

9. Payment of Parking Fees – Permit Holders

UEA payroll members of the Scheme will be required to pay for their parking fees through the payroll system.

Students and other members who are not on the UEA payroll must pay for their parking fees via direct debit from their bank account. If at any time a bank returns a direct debit as unpaid the standard finance charge will be applied by Finance Division in addition to the debt owed.

Scratchcards – can be purchased from The Lodge. The cost of such cards will be collected from salary or bank account via direct debit, as above.

Members must produce their Campus card to verify membership of the Scheme when purchasing scratchcards.

Note: Staff and 'other' members of the Scheme who usually park on the Main Car Park are advised to retain a supply of scratchcards in their vehicle; this is due to the fact that if the Main Car Park is full staff and 'other' permit holders will be redirected to the other car parks where scratchcards will need to be displayed.

10. Permits, Scratchcards and Campus/Access Cards

All permits and scratchcards are identified with the member's unique scheme number and the registration number of the member's vehicle. Permits and scratchcards are not transferable.

Members of the Scheme are wholly responsible for the use of their Campus access card, permit and scratchcards and as such will be held liable for any costs associated with any misuse of these items by person(s) known or unknown.

Permits and Campus access cards remain the property of the University at all times and may be recalled or disabled upon evidence of misuse or failure to observe the University Vehicle Regulations.

Permits, Campus/Access Cards and Scratchcards are issued on the clear understanding that no liability shall be attached to the University for any loss, damage or injury to the vehicle or to any property or person as a result of the use of the permit, campus/access or scratchcard for access and/or parking purposes.

11. Enforcement

Serious breaches of the University Vehicle Regulations, a failure to pay parking fees (including tail-gating or lifting barriers) or honour direct debit payments or any serious misconduct towards any member of staff involved in implementing the Car Parking Terms & Conditions may lead to the revocation of an individual's Standard permit without warning and any future application for the Scheme may be denied.

In addition to the General Parking Provisions described in Section 2 the following infringements constitute breaches of the Regulations and attract sanctions:

- Failure to display Standard permit at any time
- Failure to clearly display valid scratchcard or pay and display ticket
- Alteration, defacement or forgery of any permit, scratchcard or parking ticket
- Seeking to avoid payment of car park charges by tailgating or other actions

This includes where the event is captured by CCTV cameras.

12. Observance of Regulations

Any motor vehicle, including motorcycles, used or parked on any University property must comply with all relevant Road Traffic legislation in relation to the use of vehicles on roads, e.g. insurance, vehicle excise licence, test certificates, construction and use regulations, etc. The driver must hold a valid driving licence for the class of vehicle registered.

All vehicles, including pedal cycles, used or parked on any University property will be required to observe all road traffic signs and all provisions of the Road Traffic Acts and associated Road Traffic Regulations.

Any breach of these vehicle Regulations or the requirements of the Road Traffic Act and its Regulations shall be dealt with by the imposition of sanctions as described below.

13. Enforcement Procedures

Permit Holders

1. Staff authorised to undertake enforcement action will note details of any vehicle breaching the Car Parking Terms & Conditions and will take a digital photograph or retain CCTV footage providing conclusive evidence of the breach.
2. Where a vehicle is registered to more than one permit holder and is not displaying a permit from which the permit holder can be identified the infringement will be issued to all permit holders associated with the vehicle. The associated permit holders will have up to 7 days in which to advise the Travel & Transport Team which of the permit holders was responsible for the infringement; if no contact is made within the 7 days the infringement for all associated permit holders will stand.

3. Where the infringement is observed by an individual authorised to undertake enforcement action it will be dealt with by way of an infringement notice affixed to the windscreen of the vehicle. Where the infringement is recorded via CCTV and there is no immediate revocation of permit an email will be sent in place of an infringement notice.
4. The receipt of a third infringement will result in a 12 week suspension from the University Car Park Scheme and the campus card will be suspended for parking purposes.
5. After receiving two infringement notices within a rolling year, the permit holder involved will receive an email from Head of Security Operations advising them that they have received two infringements and that any further breach will result in suspension from the Car Park Scheme.
6. Following the third infringement, a letter will be sent by the Head of campus Support advising the member of staff or student that the 12 week suspension be enforced. The letter will give details of the dates of the suspension and will require the member to return the vehicle's permit to the Lodge before the start date of the suspension.
7. Failure to return the vehicle's permit will result in relevant Dean/Head of Division/Dean of Students being informed so that the appropriate disciplinary action can be taken.
8. The suspension will not start until the Monday after the week following the date of the letter to enable the individual to make alternative travel arrangements.

Example: Third infringement logged on Tuesday 14th December. Letter sent Wednesday 15th December. Vehicle permits to be returned by Sunday 26th December. Suspension from the Scheme commences on Monday 27th December for 12 weeks.

9. Each infringement will be entered onto a database and after a 12 month period the infringement will be deleted.

All relevant reports and digital photographs will be retained for the same 12 month period to present as conclusive evidence in any subsequent appeal.

10. The scheme member may only park on Campus during the suspension if they are prepared to pay the standard visitor parking charges applicable at the time. During the period of suspension they will be treated for charging purposes as visitors. If the scheme member parks on Campus without paying the appropriate charges they may be subject to a PCN (Parking Charge Notice).
11. A "Smartshare" group will for the purposes of enforcement will be treated as an individual; warning and infringements will apply to all members of the scheme and any action taken against an individual member will apply to all members.

Non-Permit Holders

Where a vehicle is found to have infringed the University's Vehicle Regulations it may be subject to a Parking Charge Notice (PCN) and subsequent fine. As part of the issuing of a PCN, Security staff will note details of any vehicle breaching the Vehicle Regulations and will take a digital photograph providing conclusive evidence of the breach.

The PCN scheme is administered by an outside contractor, "Norfolk Parking Enforcement", and recipients of PCN's should follow the instructions on the notice. All correspondence in the first instance must be with Norfolk Parking Enforcement; contact details are provided on the PCN.

14. Removal of Vehicles

Any vehicle brought onto University property that appears to have been abandoned may be removed.

The University shall not be liable for any damage suffered by a vehicle removed under these Regulations, nor while in any place to which it is removed.

The University may employ the services of a garage or other motoring business or organisation to effect the removal and the person in whose name the vehicle was or should have been registered shall pay such removal costs.

Any vehicle removed under these Regulations that remain unclaimed for a period of fifteen days may be sold by the University (acting as agent of the owner). If the owner's whereabouts are known to the University, the University will account to the owner for the sale price (without interest), subject to the deduction by the University of any charge arising under these Regulations or arising out of the sale. Where the owner's whereabouts are not known, the University will retain the sale proceeds for twelve months, against the possibility of a claim for reimbursement from the (former) owner. In the absence of any such claim, the University shall be at liberty to use the sale proceeds in a manner of its choosing.

Notification of removal and impending sale will be by letter sent to the user's School of study or Department within the University (where relevant) and to the owner (if different from the user or if not a member of the University community and provided the owner's whereabouts are known to the University) within seven days of removal. The University will be under no obligation to obtain the best sale price.

15. Notification and Revocation

The acceptance by the University of an Application to register a vehicle shall be deemed to institute the grant by the University in accordance with these Regulations of an immediately revocable licence in respect of that vehicle within the precincts of any University property. The licence shall in any event be revoked automatically when the licensee ceases to be either a student of the University, or a non-student member or employee of the University or an authorised user. The use of a vehicle within the precincts of any University property by a student, non-student member or employee of the University without notification having been accepted under these Regulations shall be a trespass.

The University retains the right to change the terms & conditions as described within the University's UEA Car Parking terms & Conditions and will provide no less than 4 weeks' notice of any change to the terms and conditions described in this document.

16. Loading/Unloading

A period of up to 30 minutes may be granted to allow for the loading or unloading of vehicles in connection with University business or activities. Those wishing to load/unload should seek authorisation from staff at the Lodge prior to loading/unloading. In a small number of areas a further permit may be required, for example BIO loading Bay, ITCS. These will be available from the School or Division concerned.

When loading/unloading vehicles should not form an obstruction, should not be parked on double or single yellow lines or parked in ways which obstruct other users. Hazard lights are advised.

17. Definition

'University' referred to in these Car Parking terms & Conditions means 'The University of East Anglia', including any of its officers, members of its staff, employees, students, licences or agents.

'University Property' shall include all property at any under the direct control of the University.

Appendix 4: Cycle Policy Documents

UEA Cycle Policy (2016)

1.0 Introduction

- 1.1 UEA encourages cycling as an environmentally friendly way of commuting to and from the campus. The University seeks to make the campus as convenient and accessible for all cyclists at all times with adequate, convenient cycle parking and where possible associated facilities including showers and lockers.
- 1.2 This updated Cycle Parking Policy has been developed in line with Travel Plan aims and objectives and aims to clarify acceptable and unacceptable practice in parking/storing of bicycles on campus as well as arrangements for the identification and removal of abandoned bicycles, summer storage etc.
- 1.3 The Policy also tries to address recurring themes from cyclists in respect of future development of the cycle campus.

2.0 Appropriate Use of Cycle Parking On Campus

2.1 Locked cycle shelters

- 2.2 There are a number of locked compounds on campus, accessible to staff and students located at:
 - Colman House (5)
 - Lodge
 - Chemistry
 - The Bunker, Rear of Post Room
 - Music/Nelson
 - ZICER
 - Constable
 - Village
- 2.3 Codes to the compounds can be obtained by completing the on-line form or by emailing transport@uea.ac.uk
- 2.4 Locked compounds are for use during periods of work/study at the University **only** and should **not** be used for long-term storage of cycles.
- 2.5 When using locked compounds, users are asked to remain vigilant and mindful of the safety and security of their own property and that of their colleagues. The terms and conditions include not sharing the access code with unregistered users, never holding the door open for others and always securing cycles with a good quality D lock.

3.0 Individual cycle stands

- 3.1 Sheffield stands are provided throughout the campus to which cycles may be secured.
- 3.2 All cycles will be parked at the owner's risk; owners should ensure that their cycle is appropriately insured.

3.3 University of East Anglia advises against locking cycles to outdoor cycle racks for extended periods of time, i.e. for commuting purposes only, as cycles left unattended may encourage theft or vandalism. Cycles may also be deemed abandoned and removed/disposed of.

4.0 Security of cycles while on campus

4.1 University of East Anglia shall not be held responsible for any cycles and/or cycle parts that are stolen or damaged while parked on campus.

4.2 It is recommended that cycles should be secured to cycle stands using a good quality D-lock, even within the locked shelters. D-locks are available to staff and students at a discounted price from The Lodge. Loan locks can be signed out from The Lodge in the event of an emergency.

4.3 Further information and advice about cycle security can be found at the Security web pages uea.ac.uk/estates/services/security/cyclesecurity.

4.5 Abandoned Cycles - Removal and Storage

4.6 A cycle is deemed to have been abandoned when it has not been moved for at least 1 week and/or shows obvious signs of abandonment including severe rust, missing wheels/handlebars/chain or other parts of machinery which would make it unfit to ride. Before the start of each new semester a visual check of all secure cycle stores and racks will be undertaken to identify any cycles deemed to be abandoned.

4.7 Security staff are informed of the location(s) of an abandoned cycle(s) – by visual campus inspection or as informed from a member of staff or student.

4.8 An 'Abandoned Cycle' label will be attached to the cycle advising that it has been identified as abandoned. The label will give a date from which the cycle/frame/lock has been monitored and the date it is due to be removed. This acts as a notice advising the owner of intended removal.

4.9 If the cycle remains tagged and in the same location the date, it is then seized and stored in a security container for a period of 1 month. This is agreed as a reasonable time to allow for owners of the abandoned cycle to identify themselves. Security is not responsible for the costs of replacing the removed D-lock in this instance.

4.10 All cycles stored in Security's container are logged in a cycle recovery book which aids Security when reuniting owners with their cycles.

4.11 The full details of the cycle will be entered into the Abandoned Cycle Register, these details are:

- Any identifying marks and the style of cycle i.e. Mountain or Road
- The make and any manufacturers' details
- The colour
- The location where the cycle is found
- The security compound the cycle is now held in
- Details of if/ how the cycle was secured

4.12 Abandoned / found cycles / parts will be securely retained and stored by Security in case owners need to identify and claim them.

5.0 Abandoned Cycles - Disposal

- 5.1 All cycles, except those categorised at 5.2 below, will be retained for at least one month in a security cycle compound unless claimed by the owner.
- 5.2 Worthless and non-identifiable cycles and cycle parts will be retained for 14 days before disposal. The term 'worthless' refers to cycles or parts that are valued at less than £10.00 and lack any identifying features.
- 5.3 Such cycles and cycle parts are, typically bent, buckled or lack main component parts with no identifying features including frame numbers, postcode stamps or other identifying characteristics or marks.
- 5.4 Cycles that remain unclaimed past one month in a security cycle compound are donated to the on-site bicycle repair workshop, Norwich Bicycle Repair Co-operative (NBRC).
- 5.5 Cycles are signed out from the cycle recovery log when they are transferred to NBRC container, so as not to be confused with cycles which are still left in the compound.
- 5.6 When NBRC receives abandoned cycles from Security, they take over the management of the cycles. Enquiries from owners of abandoned cycles that have been signed off will be dealt with by NBRC.
- 5.7 NBRC refurbish cycles to a standard for re-sale or recycle the parts.

6.0 Improperly Parked Cycles

6.1 Cycles subject to immediate removal at the discretion of Security

- Cycle is creating an obstruction, i.e. blocking an entrance/exit or a footpath/throughway.
- Cycle is creating an immediate hazard, or damaging University property.
- Cycle is locked to a hand rail or disabled access route.

6.2 Cycles subject to tagging followed by removal

- Cycle is locked in an area not designated for cycle parking.
- Cycle is locked to a tree or other landscaping feature, street lighting, street signage, etc.

7.0 Cycles must not:

- Be stored indoors with the exception of folding bicycles provided they are kept in their storage bag at all times, do not cause any obstruction and do not cause any damage to the building fabric. Under no circumstances must bicycles be stored inside any student residences or on corridors or stairwells that form a fire escape route in any building. Bicycles found to be causing an obstruction or damage will be reported to Security for removal.
- Be ridden indoors under any circumstances.

- Be left in a shelter/ attached to a Sheffield stand for an extended period of time (more than 2 weeks). Please see the provisions of the Policy for dealing with abandoned cycles above.
- Be ridden without lights, where a cycle is identified as not having lights Security will attach a label to the bike advising where lights can be purchased.

8.0 Cycles Deemed to Be At Risk From Theft - Hi Vis Cycle D-Locks

- 8.1 UEA Security hold ten D-locks to secure cycles deemed to be 'at risk' from theft. These D-locks, numbered 1-10, each have a large yellow tag attached which states "UEA SECURITY - FOR URGENT REMOVAL CONTACT 01603 592352".
- 8.2 Examples of cycles deemed to be 'at risk' include:
- Any cycle which has been left insecure as Security had to cut the lock off i.e. attached to another cycle in error.
 - Any cycle which has been left insecure on campus.
- 8.3 These locks will not be used to secure a cycle which is already locked, regardless of the inadequacy of the lock. In these situations, cycle labels will be used to advise the cycle owner of suitability of locks.
- 8.4 If the owner has not contacted Security within one month of the lock being placed on the cycle, the abandoned cycle process should commence.
- 8.5 When a Hi-Vis D-Lock has been used by Security the relevant details will be recorded at the Lodge.
- 8.6 Owners of cycles in receipt of a Hi Vis Cycle Lock will be required to call the Lodge and give details of the number of the D Lock and location. Security will arrange to unlock the cycle and the details will be removed from the register.
- 8.7 Every effort will be made to deal promptly with requests to remove H Vis locks however the response will depend on other competing demands on the Security Services.

9.0 Summer Storage

- 9.1 The University provides cycle storage for those students leaving campus for the summer. Between May-October the Colman Cycle Compounds become Summer Storage Compounds, secured with a code which only UEA Security have access to. There are 150 summer storage spaces available on a first-come-first-served basis. The scheme is operated by the UEA Security Service.
- 9.2 Students wishing to place cycles in summer storage should contact the Lodge to check spaces are available. Where space exists the cycle and a lock (preferably a D Lock) should be brought to the Lodge and where staff will securely label the cycle.
- 9.3 A Security Officer will show the student to the secure compound where the student will be asked to lock their cycle into position using their own lock. The key for the lock is the responsibility of the cycle owner, as Security will not hold the key.
- 9.4 To collect a cycle: owners are required to bring some ID to the Lodge and Security will take the owner to the compound to collect the cycle.

9.5 Terms and conditions

- 9.6 Any cycle not collected by the end of September will be assumed abandoned and removed.

- 9.7 UEA Security takes no responsibility for cycles locked in these compounds. This service is offered to enhance the security of cycles, not guarantee it.
- 9.8 Please note that any details taken when completing the Summer Storage Book will not be used for any other purposes or divulged to any persons outside the Campus Services department.
- 10.0 Cycling in Pedestrianised Areas**
- 10.1 To help ensure the safety of others, cycling is not permitted in any pedestrian areas of campus. Cycling is only permitted on the campus roads and on designated cycle paths that are marked or signed as shared use or segregated use for cyclists and pedestrians.
- 10.2 All cycles should have a bell or other device to alert pedestrians on shared paths of an approaching cycle.
- 10.3 On shared paths cyclists should cycle in sensible & safe way ensuring they do not create a hazard for other cyclists or pedestrians.
- 10.4 When seeking to reach cycle parking where no cycle path exists cyclists should dismount and push in order to reach those facilities.
-

Development of a Cycle Campus

The development of visible infrastructure for cyclists and pedestrians will help to indicate that these are the preferred modes of cross-campus travel. Whilst traffic reduction measures (e.g. restrictions on car-parking or road closures) may be desirable, these can only be introduced at the same time as alternatives to car use are seen to become more attractive and where the design and layout of the campus allows for this to take place. This is an on-going issue which the University will address as and when appropriate.

There are frequent complaints about the behaviour of some cyclists on campus. Education is needed to ensure that all cyclists understand the importance of obeying the normal rules of the road while on campus, and in particular the requirement for lights at night. Similarly, there is a need for education of motorists to ensure that they do not threaten the safety of pedestrians or cyclists, e.g. by excessive speed. The education programme should be a joint effort between the University and Union of UEA Students. Security officers should have the powers and resources to enforce the rules.

A scheme for cycle hire on a pay-as-you-go basis at competitive rates would be of great benefit to the campus. This will be of use to students who may have difficulty in transporting a cycle from home to UEA. It will also be attractive to staff who may need to use other means of travel to and from work, but would like to have a cycle for cross-campus travel during the day; the cycles could be hired by departments and sections as well as by individual members of staff. The cycles would be equipped with lights and locks. The aim is to work with Norfolk County Council and Norwich City Council to secure funding for a Norwich wide scheme with a hub located on campus.

UEA has implemented a programme of increasing cycle facilities which has to date tripled the amount of cycle parking spaces since 2002. Each year the number of cycle racks and the number of cycles on the campus are recorded; each year the count has demonstrated an excess in the number of cycle parking racks available. Despite this it is clear there are a number of sites on campus where a lack of cycle parking can be evidenced both by complaints from cyclists and by observing the number of cycles attached to tress, lamp-posts etc. The areas identified in particular need for increased parking include:

- The area immediately in front of Congregation Hall
- Chancellor's Drive (Med School, Elizabeth Fry & Queens Building)

There is also a need to replace the cycle shelters at Founders Green; it is likely this will see a locked compound with two tier cycle parking provided.

An opportunity may exist to provide a locked and covered facility on the Boiler House Roof if the car park is no longer a viable option.

The campus Enhancement Group will have an important role in determining appropriate locations for new or extended cycle parking which meets the need of the cyclist whilst ensuring there is no detrimental.

University of East Anglia Guidelines for Cycle Storage

Cycle Storage

Cycle parking is an essential element of a cycle network. It should cater for all destinations and be sited close to building entrances where it can be observed by passers-by and the building occupier. The preferred type of public cycle parking is the Sheffield stand, in conjunction with shelters where bikes are left for long periods. Care should be taken when siting cycle parking to avoid obstructions to pedestrians including those with visual impairments.

Key principles

- Accessible and convenient. As close as possible to the destination entrance, prominently located, with plenty of space to get bikes in and out, without unnecessary detours or flights of steps
- Good natural surveillance
- Secure against theft and vandalism, appropriate to the type of area and length of stay expected
- Parking stands should enable the bicycle frame and at least one wheel to be locked, catering for different sizes and shapes of bikes
- Longer stay parking should be covered, well-lit and have CCTV, where practical/feasible
- Where two-tier parking is introduced, low-level parking should be provided for the convenience of those who are unable or unwilling to lift their cycles
- Free of charge
- Sufficient capacity for existing peak demand plus future growth.
- Clean and well maintained and designed to stay this way

Location

The siting of cycle parking is critical to its success. It must be located as close as possible to the main entrance of a destination and easy to access, or it will not be used. It must offer a real advantage over the location of the nearest car parking space. Ideally the location should be one that is constantly under surveillance by the general public (and CCTV if possible) and is well lit. This reduces the opportunity for vandalism/theft and inspires confidence to cycle to the destination. Cycle parking should not be hidden away behind buildings or tucked away in the corner of a car park as this removes any convenience over driving.

On-site cycle parking should be incorporated within the building itself or a shelter located very close to the main pedestrian entrance.

Storage Options

Where cycles are left for a number of hours, for example by staff commuters more secure parking needs to be considered. Increased security can be provided by means of compounds that have lockable doors. Consultation needs to take place on a project by project basis to ensure an understanding of user requirements.

Type	Illustration	Comments	Costs	Space
Sheffield Stands		<p>Should be provided as a minimum with all projects. They can park two bikes on one stand and are cheap to buy and install. Users like them as they support the frame of the bike and allow a range of locking positions.</p> <p>Maintenance costs for Sheffield stands, and other simple parking systems, are virtually nil.</p> <p>Always aim for a distance of at least 1m apart.</p>	<p>From £30 – £40 per stand depending on number, type of fixing and finish.</p> <p>‘Toast racks’ will vary depending on length and the number of stands involved.</p>	<p>204 Bikes would require 318m² at 0.6 bikes/m²</p>
Two Tier Racks		<p>Recommended where extra capacity is needed. Each bike has its own ‘space’ so will not catch on adjacent bike when being inserted/removed.</p>	<p>£200 - £250 per space (including design and installation) but varies with number.</p>	<p>204 Bikes would require 137m² at 1.5 bikes/m²</p>
Covered Parking		<p>Recommended for areas where bikes are parked for long periods. This can be achieved by the use of purpose-made shelters or by the use of existing building overhangs or covered areas.</p> <p>Please make sure that the roof gives adequate cover</p> <p>Clear roofing materials make for better surveillance, and therefore personal security, and reduce the need for additional lighting.</p>	<p>£1,800 upwards plus stands.</p> <p>Picture shows cycle shelters adjacent to Lawrence Stenhouse Building</p>	<p>Space can vary but typically around 0.8 bikes/m²</p>

Compounds



Recommended for employee parking as compounds can provide both additional security and covered parking. Entry controls can be flexible and utilise digital locks or the Gallagher system (UEA Swipe Card)

Varies with solution. Basic shelter with 'cage' type front gates from £2,150 upwards.

Typically around 0.8 bikes/m²

Picture shows locked cycle compound on adjacent to Music Building

EcoCycle



Eco Cycle Automated System stores multiple bikes below or above the ground. Whether installed in public spaces or within new buildings it provides the ideal solution for mass storage of bikes.

Both options providing storage for 204 bikes. This solution is recommended for areas of high cycle activity will limited space for storage.

<http://www.ecocycle.co.uk>

Above Ground system for 204 bikes would require 51m² at 4 bikes/m²

Below Ground for 204 bikes would require 8m² at 25.5 bikes/m²