

Purpose of the Travel Plan

Lady Margaret Hall has developed a Travel Plan. The overall aims of the plan are to bring about College related travel which is healthy, sustainable and fair:

- To increase over time the number of active and shared journeys used for travelling to the College site and for College work
- To reduce the impact and amount of car travel to/from the College for college business
- To influence commuter travel movements to and from the College and manage travel for the College in a way that is inclusive and fair, in line with our values
- To inform our students' travel to and from Oxford

Specifically:

Help people to make **informed choices** about their travel options and **improve their journey experience and it's value**

- We want people to have good access to the College and interconnectivity within the University and local area
- We want to attract the best people to LMH through inclusive recruitment, and make sure that they have practical and affordable ways of getting here
- We recognise that LMH members have many different personal requirements which affect their travel choices

Contribute to a more **sustainable environment** for all site users, reducing carbon emissions and traffic congestion in the local area and improving local air quality

- LMH is committed to working sustainably and to taking steps to reduce our negative environmental impacts

Improve the **health and wellbeing** of site users

- The College's strategy 2018-2023 recognises the importance of the health, wellbeing and the welfare of its community and commits to developing initiatives to improve these

Effectively manage our parking resources, ensuring that they are used **efficiently** and allocated **fairly**

- The College recognises that our resources have value – we currently have a relatively large number of car parking spaces in comparison to other local organisations and city-centre Colleges, but we don't have enough space for everyone who would like one

The following plan sets out how we propose to achieve these objectives. The Plan will be reviewed and approved by Governing Body on a tri-annual basis.

SUPPORTING SUSTAINABLE AND ACTIVE TRAVEL

The College facilitates and supports a range of measures to encourage and enable people to choose sustainable and active modes of transport.

The College provides extensive covered bicycle racks on site, including secure cycle shelters.

The Porters' Lodge can provide cycle pumps and tools for students and staff to use, as well as information on local cycle repair services.

It encourages security by using TVP's tagging scheme.

It participates in the Cycle to Work scheme.

It subsidises a pool bike scheme.

The University provides safe and confident cycle training and other resources that college staff can access.

The College encourages travel by public transport negotiating and facilitating payment for cheaper season tickets.

The College has a flexible working policy and encourages flexibility in working times where operationally possible to fit in with public transport timetables

The College holds regular events, particularly during Green Week and Wellness Week, to promote sustainable travel with pop-ups, free repair workshops, cycle lessons and community bike rides

The University provides an online Personalised Travel Planning Service to new staff and those moving to a new workplace to support them and help them understand the sustainable travel options available. Further details can be obtained by contacting the University Estates Services Travel Officer.

All College staff are eligible to apply for an Easit Card which offers discounts on rail travel and in local bicycle shops, amongst other deals: <http://www.easit.org.uk/easitoxford.php>

Income generated from parking permit charges is used to facilitate and support initiatives resulting in fewer LMH employee car journeys being made in the course of commuting to and working for the College

The following initiatives will also be implemented:

Conduct an annual travel survey to help us collect data, measure modal shifts, identify new opportunities and challenges

Create an online hub to collate information and resources about travel

Plan and implement regular events/promotions/communications to support sustainable and active travel

Make additional resources available to borrow at the Lodge (e.g. torches, umbrellas, helmets)



LMH

Lady Margaret Hall

Investigate free/subsidised travel for staff via the PickMeUp service

Facilitate journey shares

Calculate or estimate carbon emissions relating to College related travel

Investigate locating a participating car pool car nearby or in the college

Sharing college vehicles with other organisations, eg local Oxford Colleges

In the future it is identified as desirable to:

Provide dedicated shower, changing and storage facilities for use by cyclists and those travelling on foot – this will be incorporated in the College's accommodation and space strategy



PARKING & VEHICLE MANAGEMENT

Car travel, especially commutes with only one person per car, are more damaging to the environment and costly for employees.

Car parking space on site is limited, so not everyone who works at or visits LMH can park a car at LMH. The Travel Plan therefore sets out to control car parking in the following ways:

- Anyone parking in College at any time must have one of a range of car parking permits, and if appropriate to their permit they must have a pre-booked Daily Space.
- A limited number of staff Parking Permits are available for employees, some of which will be suitable for disabled parking if required. All Staff who wish to apply for a permit need to complete an anonymous form to describe their reason for needing to park, and applications are considered by a representative panel of staff members. Permits are granted in line with defined criteria as set out in the College's Parking Policy, taking into account their employment and personal circumstances.
- A number of Daily Spaces are available for contractors, visitors or employees who do not have permits but need to park in College on a one-off basis. Daily Spaces can be booked by any member of staff, or via the Bursary and Porters' Lodge. Generally these spaces will be available on a first come first served basis but priority will be given to those who need to use a place because their work that day calls for use of a car or because their work requires them to be in the College after 6pm or before 8am. These spaces are not to be used as a medium term alternative to an annual permit.
- In addition, where possible, we will make use of the residents' permits and their visitor passes allocated by the City Council to our LMH Fyfield Road residents.
- No spaces will be set-aside for students, but students will be entitled to apply for a space on the basis of disability and this will be dealt with on the basis of an assessment of their needs. Students who need a permit temporarily, to cover an unexpected personal crisis requiring travel, or through extenuating personal circumstances can apply for a Visitor Permit for the duration of their exceptional need.
- The maximum number of car parking spaces made available to commercial events will be agreed by the Car Parking Panel in advance on an annual or six monthly basis.

In line with its strategic aims, the College has committed to implementing the following initiatives over the next three years:

- Increase the number of bookable daily spaces whilst reducing the total number of staff permit spaces, to make more efficient use of the physical space available and encourage more people to choose alternative transport methods
- Determine a new fairer permit charging structure which is
 - More reflective of the costs of alternative transport methods
 - and which accounts for individual circumstances
- Introduce electric car charging points for car park users, and commit to moving towards zero or low emission vehicles as standard for College-owned vehicles
- Engaging in shared-fleet opportunities within the local community