**Cycle Friendly Campus**

**Edinburgh Napier University: Sighthill**

**Strategy and Governance**

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| **Point** | **Evidence** |
| 1.1 | * The staff intranet (publically accessible) is used as the hub for all environmental sustainability information, including transport resources such as maps, external support organisations and descriptions of the facilities available at each site. The pages are maintained directly by the Environmental Sustainability Team. The general information housed on the intranet is linked to the external internet accessible through [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) and also within the ‘about us’ tab and also from the student facing site [www.myNapier.ac.uk](http://www.myNapier.ac.uk) * Baseline review, using the Cycle Friendly Campus Criteria carried out by Conall McGregor campus cycling officer in September 2016. Using initial Campus audit to provide recommended improvements outlines in the CFC action plan. See attached ‘1 CFC Audit and 2 CFC Action Plan’ * Calendar of all activities and events, including evidence of posters and photos, since September 2016. See ‘3 Events Calendar’ and folder ‘Events Posters’ * The Sighthill campus is relatively new, opened to staff and students in 2011. The campus is certified as BREEAM Excellent. The cycling aspect of the assessment can be found in section T5, T6 and T8 (from page 54) in folder titled BREEAM - Sighthill. The [Travel Plan](http://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Transport.aspx) created for the development of the site can be found on the transport intranet page. |
| 1.2 | * Travel surveys were carried out in 2011, 2013 and scheduled in March 2017. * All information including questions asked, responses and statistics of can be found in folder ‘Travel Surveys’ * Information submitted historically to Cycling Scotland “Big Bike Count” (bi-annual study into cycling numbers at each campus). |
| 1.3 | * The travel surveys conducted have allowed for the collation of responses from cyclists combined with the campus audits to create the CFC action Plan. * Bicycle users groups have been consulted on several projects around the campuses - at Merchiston they were contacted in 2011 regarding the bicycle storage changes (due to the music school being built over existing storage). See Word document ‘4 Merchiston Campus Upgrade – Bicycle Storage 06.10.11’ * In 2015 Sighthill users were also consulted in regards to the gym (engage) extension which impacted cycling parking ‘5 Sighthill Bicycle Storage – Alterations Consultation’. * Currently, Merchiston bicycle users have been asked to contribute and discuss the changes planned for the site in 2017. See word document ‘6 Merchiston bicycle storage review’. * The Campus Cycling Officer and Environmental Sustainability Manager attend a range of network meetings including the Environmental Association for Universities and Colleges (including the local Edinburgh network), Sustainable Scotland Network and the Edinburgh Sustainable Development Partnership. The further and higher education sector is represented by Emma Crowther (Transport Manager) on The City of Edinburgh Council Active Travel Network. * The university is a member of Sustrans Active Travel Champion network which provides additional training opportunities to volunteers. The volunteers meet together with staff to suggest/recommend events that they feel will help participation in active travel. See ’18 ATC Group Plan’ for meeting notes and recommendations. |
| 1.4 | * [Strategy 2020](http://www.napier.ac.uk/about-us/our-values-and-strategy). The Strategy underpins the key commitments and provides overall direction for the University. The Strategy is the highest level document at the institution. Environmental sustainability is one of seven principles which inform the culture of the University and Strategy 2020: “we will be environmentally and financially sustainable and resilient”. * [Estates Strategy](http://staff.napier.ac.uk/services/principal/strategy/Pages/universitystrategies.aspx), 2015 – 2025. Sits underneath Strategy 2020 and allows for greater explanation of property management and development. “Responsible: Our estate will reflect our corporate social responsibility aspirations and we shall maintain our position as one of the ‘greenest’ universities in the UK”. The commitment is quite open but allows for the Environmental Sustainability Policy to extrapolate and provide greater detail of commitment. * [Corporate Plan](http://www.napier.ac.uk/about-us/our-values-and-strategy), 2016/17. “Maintain our position as one of the ‘greenest’ institutions in the UK through embedding environmental risk and assessment”. Again, commitment is open but the Corporate Plan is a high level document. * [Environmental Sustainability Policy](http://staff.napier.ac.uk/services/facilities/sustainability/managementprogrammes/Pages/ManagementProgrammes.aspx), 2014. “Promote alternatives to single car occupancy and unnecessary domestic and international air travel” and “maintain an environmentally-considerate Travel Plan covering all staff, students and visitors to the University”. The Policy was approved by the University Leadership Team. The Policy is backed up with a Plan to further explain transport and other priorities (also stored through the link above). * The [University Values and Behaviours](http://staff.napier.ac.uk/services/principal/strategy/Pages/Values-behaviours.aspx) state that members of the University community will “use resources in ways that are efficient and minimise any impact on the environment”. The commitment is not specific to cycling and active travel but does provide an encouragement for wider consideration. * All aspects of transport, including cycling, have been raised at the Environmental Sustainability Advisory Group (ESAG). The minutes are available on the [staff intranet](http://staff.napier.ac.uk/services/facilities/sustainability/community/Pages/Environmental-Sustainability-Advisory-Group.aspx). We haven’t had a meeting for a while now but the programme for the remainder of the 2016/17 and 2017/18 year will be set by the end of March 2017. * Bicycle storage, and provision of resources such as the maintenance stand at Sighthill is usually integrated into wider developments. For example the planned improvements to Merchiston campus include vast improvements to the cycle storage (140 additional secure cycle parking) in the upper quadrangle which is funded by the Property and Facilities projects team with consultation from the environmental team. Plans can be found in document ‘8 Courtyard Plan’ * The [Parking Policy](http://staff.napier.ac.uk/services/facilities/servicedesk/Pages/StaffCarParking.aspx), covering all parking across the University estate, was updated in 2015. The update includes a new mandate that 10% of the parking income generated will be used by the Environmental Sustainability Team for measures that encourage active travel and public transport use. The budget is in the region of £7,000 annually and is placed in a protected budget to allow crossover of spend between University financial years (August to July). * Attached is a record of all grant applications since 2009 ‘9 ENU Transport Grant Funding 28.02.17’ * The document ‘7 Environmental Sustainability Manager Role Description ENU’ states that one of the duties of the Environmental Sustainability Manager is to maintain the Travel Plan and feed into the Environmental Management System. * The University has employed a Campus Cycling Officer from September 2016, this has allowed more time to be spent specifically on active travel, with more opportunities to interact with users, run a greater number of events on campus and has allowed the University to be represented at more active travel related seminars and meeting. |
| 1.5 | * 29 electrically assisted bicycles (28 Giant Prime E+2 and one cargo bike) were procured collectively with Edinburgh College, Queen Margaret University, Scotland’s Rural College, Transition Heriot-Watt and The University of Edinburgh. The project was generously supported with a £25,000 grant from SEStran with all participating institutions contributing proportionally. The project has offered a key opportunity for the six further and higher education institutions in Edinburgh to work together further. See ‘10 Electrically Assisted Pedal Cycle Project summary’ * The Environmental Sustainability Team have close ties with Edinburgh College, specifically at Sighthill where the institutions are neighbours. There are many ad hoc meetings and discussions. One formal project currently under development is the shared cyclist and pedestrian path that will be developed by May 2017. 50% funding has been gained through the Sustrans Community Links programme, with the remaining 50% provided by the University. Plans can be found under ’11 Bankhead Path Plans’ * The network of Campus Cycling Officers has allowed further networking between further and higher education institutions. Including visits to neighbouring campuses Herriot Watt and Edinburgh College. See ’12 HW Meeting Notes’ |
| 1.6 | * See ‘9 ENU Transport Grant Funding 28.02.17’ for a record of all grant applications since 2009 and folder ‘Funding Applications’ for a copy of applications. |
| 1.7 | * The [Strategic Transport Policy](http://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Transport.aspx) is stored on the intranet. The Policy will be superseded by the new University wide Travel Plan which will be developed using data gathered through the March 2017 travel survey (as well as the information gathered from staff and students in 2011 and 2013). * See section 1.4 above for wider strategy integration. |

**Promotion and Communication**

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| **Point** | **Evidence** |
| 2.1 | * Introductory information is provided to all new members of staff through the induction process. The information is housed on Moodle, the training framework used by the University. * The Student Accommodation Flat Manuals provide basic information on bicycle storage (section B [Bainfield Flat Manual](http://my.napier.ac.uk/Accommodation/universityaccommodation/Documents/Bainfield%20Flat%20Manual.pdf)) * Active travel information is available at all student accommodation sites including spokes maps, suggested routes to campuses, bicycle hire and puncture repair kits. See folder ‘Pictures>Halls Maps’. * The BUG at Edinburgh Napier is involved in consultation for facilities development (See section 1.3) but also engaged using a newsletter (2017) promoting cycling initiatives and events on campus as well as a platform to receive feedback on developments on campus. See document ’14 BUG Newsletters’. * Since September ENU has been involved in various engagement days as well as participating in wider initiatives such as Work place journey challenge, love to ride, Big Bike Counts and cycle to work week all of which are outlined in ‘3 Events Calendar’ * During arrival week of semester two Led rides were offered to international students introducing them to safe routes in the city with a tour of the Scottish parliament. * Social media [@SustainableENU](https://twitter.com/SustainableENU%20) promote all active travel activities as well as contributing university pages [@engage\_fitness](https://twitter.com/engage_fitness) and [@EdinburghNapier](https://twitter.com/EdinburghNapier) * One of the main stream of information it digital screens located around each campus which we use to promote all of our events and initiatives. See folder ‘Events posters’ for examples of digital posters used. |

Safe Cycling Routes

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| **Point** | **Evidence** |
| 3.1 | * The University relies on the support of Spokes and websites such as [www.cyclestreets.net](http://www.cyclestreets.net) (link from the [transport intranet pages](http://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Transport.aspx)). Spokes maps are always kept in stock by the Environmental Sustainability Team and are provided free of charge to students and staff at accommodation sites, events and on request. * There is some signage on campus directing cyclists to routes, we are working with The City of Edinburgh Council to increase the number of signs on campus. For instance, when the shared path at Sighthill is developed signage will be erected directing cyclists to Route 8 (local cycling route towards Haymarket Station). The Council have also applied for funding from Sustrans to develop the route between the college and University, Bankhead Avenue and Route 8. See document ’11 Bankhead Path Plans’ * As of Feb 2017 the Council Team have installed signage connecting N75 (the canal) to Sighthill campuses after recently installing an over ground crossing on Calder Road allowing for safe passage to and from this route. See folder ‘Pictures>Route Signs’ * The Environmental team is currently working with capital development to install an alternative to the barrier entrance, funding was approved for dropped kerbs at the Calder road entrance of the campus. See ’19 Community Links’ * Posters are used at accommodation sites to promote safe cycling routes. See document ‘13 Accommodation timing posters’ |
| 3.2 | • Sighthill Campus has a total of 157 bicycle parking spaces, 87 secure and 70 open access. See folder ‘Pictures>Cycle Parking’  • 3 Secure sheltered parking areas with card access for all staff and students controlled by the university access control system. |
| 3.3 | • There is a choice of two locations for changing and drying areas, engage sports facilities is advertised online as the default facility. Cyclists, joggers and walkers may use the showering and changing facilities free of charge. Information is advertised [online](http://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Sighthill-Travel.aspx). |
| 3.4 | • As above |
| 3.5 | • There is no formal allocation of lockers however lockers are publically available across the campus for a £1 deposit. See ‘Pictures>D Block lockers’  • This is found to be lower maintenance method and locker audits are done at regular intervals (Last audit was October 2016). See ‘Pictures>Sighthill locker Audit’ |
| 3.6 | • Four [eCycles](http://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Cycling.aspx) available for free short term loans to all staff and students. See ‘15 eCycle Usage’ for statistics on usage from April 15 – July 15.  • Slateford Road accommodation have 6 bicycles available to all ENU students for short term free loan.  • The University is also a member of the [Cycle to Work Scheme](http://staff.napier.ac.uk/services/hr/workingattheUniversity/benefits/Pages/Bike-To--Work.aspx) which is promoted on campus at Bike Breakfasts and DrBike sessions along with Bike to Go and the eCycles. See ’16 Promotional Materials’ |
| 3.7 | * In 2016 a tool stand was installed with a selection of tools (currently without a pump!). The tool stand has been used as a trial for installing stands on our other campuses. See folder ‘Pictures>Toolstand’ * Puncture repair kits and a pump are available at the enGage reception (just opposite where the tool stand is located). See ‘Pictures>ToolStand’ * The university in coalition with Sustrans provide a number basic bike maintenance courses throughout the year. See ‘3 Events Calendar’ * Additionally the university is trialling a “tool library” across all campuses which provides a larger selections of tools available to lend from the library or reception. Funding was accepted on (20/02/17). See ‘17 Sustrans ATC Grant’ |
| 3.8 | * The university also provides a number of training opportunities essential cycling skills, assistant ride leader and basic bicycle maintenance training. See ‘3 Events Calendar’ and ’14 BUG Newsletter’ (advertisement). * The university is a member of Sustrans Active Travel Champion network which provides additional training opportunities to volunteers including assistant ride leader, Velotech and basic bike maintenance training. See ’18 ATC Group Plan’ Meeting notes and recommendations. * The [Transport Research Institute](http://www.tri.napier.ac.uk/) sits within the School of Engineering and the Built Environment. The Institutes research covers all aspects of transport, including cycling. Additionally the University’s Sports and Exercise Science department has links with the [Mountain Bike Centre of Scotland](http://www.napier.ac.uk/about-us/our-schools/school-of-applied-sciences/research/mountain-bike-centre-of-scotland/our-partners) centre and undertake a number of sport related cycling testing. |

**Monitoring and Evaluation**

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| **Point** | **Evidence** |
| 4.1  4.2  4.3 | * There are no local performance indicators for cycling. They will be developed through the Environmental Sustainability Strategy and Travel Plan due for development by the end of the 2016/17 academic year. The national target of 10% cycling by 2020 is integrated into the Environmental Sustainability Plan. As part of this plan the Environment and Sustainability team has a commitment to undertaking a travel survey every 4 years. * All events, courses and initiatives the environmental team has implemented are reviewed and “how to notes” are created with recommendation for future leaders so that courses can be monitored and easily implemented by a volunteers. * The September CFC Audit has been reviewed along with previous travel surveys to create an action plan towards achieving CFC at each campus. These action plan are evaluated at regular dated to see that developments are being made towards these goals. * Engagement with the BUG in the form of newsletters and announcements is used for user feedback to determine whether project outcomes are attained. See ‘14 BUG Newsletters’ * The Cost/Benefit of a permanent tool stand was questioned in the past, therefore a rudimentary feedback sheet was installed and as a result we are in the process of trialling a tool library at other sites. See folder ‘Pictures>Toolstand’ |