| Measures shaded green are currently ahead of the timescale set within the Travel Plan | Measures shaded blue are currently in line with the timescale set within the Travel Plan | Measures shaded orange are currently behind the timescale set within the Travel Plan | Measures shaded in yellow have been introduced as part of the current revision of the Travel Plan |
|---|---|---|---|

**Section 1: Measurement**

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 1.1 Develop monitoring techniques | Measuring change in travel modes | The Travel Plan provides a benchmark for transport modal split at the University, allowing us to review progress at defined intervals via staff and student travel surveys (1.2). **KPI: Modal split comparison in Travel Plan Section 1.7 & 1.8.** Transport information is utilised in compiling the University Estates Management Statistics (EMS), providing details of carbon emissions, modal split and cycle storage. **KPI: Comparison of annual EMS statistics.** Other on-going transport monitoring includes: <ul><li>Scope 3 carbon emissions (reported in the University Carbon Management Plan, methodology developed by the Geodata institute based on HEFCE guidance)</li><li>Uptake of Cycle 2 Work Scheme (4.14.1)</li><li>Uptake of parking permit and car share (6.1, 6.2)</li><li>Uni-link Mystery Shopper surveys (monthly reports)</li><li>Uni-link ticket sales & passenger numbers (monthly reports)</li><li>Demand for cycle storage (monitored monthly)</li></ul> | On-going | Staff, students, All campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 1.2 Complete staff and student travel questionnaire | Measuring change in travel modes | Staff Travel Surveys (including postgraduates) are conducted bi-annually. The most recent survey was completed in July 2013. Student Travel Surveys are conducted every 3 years, with the most recent completed in March 2013. Results are shared with SCC Travel Plan officers and form part of the annual monitoring report, comparing modal split results with Travel Plan targets. **KPI: Survey Response Rate** **Staff Survey 2009: 27.3%** **Student Survey 2010: 4.7%** **Staff/Postgraduate Survey 2011: 35%** **Student Survey 2013: 6.6%** **Staff/Postgraduate Survey 2013: 17.6%** **Staff/Postgraduate Survey 2015: 23.7%** | On-going | Staff, students | UoS |
| 1.3 Record transport-related carbon emissions through EcoCampus Environmental Monitoring System | Measuring carbon associated with travel, contribute towards University EMS | The University was awarded EcoCampus Platinum status in July 2014. The EcoCampus process includes monitoring of transport-related carbon emissions. We have sponsored an EngD project to review Scope 3 Carbon emissions, and work with HEFCE and the EAUC transport network on our carbon reporting methodology. The Geodata Institute have developed a tool to calculate commuter-based carbon using the results of our staff and student Travel Surveys. A carbon baseline figure from 2013 survey data will be included within our Carbon Management Plan, and will be updated following each Travel Survey (Objective 1.2). | On-going | Staff, students, All campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015)<br><br>KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 1.3.1 Develop reporting methods for Scope 3 carbon emissions | Contribution to Carbon Management Plan, wider use of transport data | Scope 3 carbon reporting (which includes commuter journeys) remains a voluntary element of HEFCE carbon reporting, and the University Carbon Management Plan specifies that Scope 3 targets will be set from 2014. We have completed a baseline for carbon emissions using travel survey data (see 1.3), and will use this to develop our ongoing reporting methodology.<br><br>**KPI's: Scope 3 Commuter Carbon (Tonnes CO2)**<br>2013 Travel Survey = **5068.85 tonnes**<br>2015 Travel Survey = **5041.15 tonnes (-27.7 tonnes)** | December 2015 and annually thereafter | Staff, students, all campuses | UoS |

**Section 3: Reduce the need to travel**

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 3.1 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 3.2 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 3.3 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 3.3.1 Promote and monitor the use of teleconferencing/ videoconferencing | Reduction in staff and student trips to campuses Reduction in staff business trips | Clear information on the location and booking process for videoconferencing facilities is provided on the ISolutions website: http://www.southampton.ac.uk/isolutions/services/videoconferencing/index.php This information is linked via the Transport website under the 'reducing the need to travel' tab. We have considered ways to measure the use of videoconferencing facilities. However, increased use of informal technology (primarily Skype or Apple FaceTime) makes it difficult to monitor uptake accurately. We will continue to encourage the use of all forms of communication that negate the need to travel and explore measures to increase use of this technology. | On-going | Staff, Students All campuses | UoS Transport Team, I-Solutions |
| 3.4 Review timetabling of lectures to avoid peak-hour journeys | Reduction in peak-hour trips | Some alterations have been made to University operating hours, including later opening of the University Administration Building and Library, with further alterations under consideration by the University. We will take this into account with regards to transport provision and the potential impact on peak hours. We have discussed these proposals with Uni-link and refer to academic timetable information when planning future bus timetables. | On-going | Staff, students All campuses | UoS |

**Section 4: Active travel**

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 4.1 Feasibility study for the creation of showcase walking and cycling routes | Improved walking and cycling facilities<br><br>Improved perception of walking and cycling | We are involved in a number of projects to improve the cycle network in partnership with SCC, in particular the way routes link together as a legible network. Active projects include:<br>• The upgrading of Lovers Walk (see 4.1.1)<br>• An improved cycle access from Lovers Walk at the south-western campus entrance (linked to wider Lovers Walk project)<br>• The extension of cycle routes on Burgess Road<br>Discussions are on-going with key stakeholders including SCC, Balfour Beatty and Sustrans (4.1.1). | On-going | Staff, students<br><br>Avenue to Highfield<br><br>Boldrewood to Highfield<br><br>Glen Eyre to Highfield | UoS<br><br>SCC |
| 4.1.1 Investigate specific improvements that could be made to the link between Avenue Campus, Highfield Campus and Glen Eyre Halls | Improved walking and cycling facilities<br><br>Improved perception of walking and cycling | A project to upgrade the Lovers Walk route in partnership with SCC is underway. SCC's highways and transport policy teams completed ecology studies during 2012, and the Avenue Campus was used for consultation events in April and May 2013. We have provided £10k from the transport budget towards the planning stage of the scheme, and have supported SCC's application for additional Local Sustainable Transport Fund (LSTF) backing for the project. Following further consultation a Section 38 application is being submitted by SCC (Autumn 2015) and implementation will depend on the planning outcome. We will continue to offer support to the project. | Dependant on SCC project progress | Staff, students<br><br>Avenue-Highfield-Glen Eyre | UoS<br><br>SCC<br><br>Sustrans |
| 4.2 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.3 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.4 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.5 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 4.5.1 Review and update walking and cycling maps as necessary | Improved walking & cycling facilities Increased awareness of routes | Maps have now been published and are regularly reviewed and updated as necessary. We have a process in place to review the content of the transport website, including online resources such as maps. | On-going | Staff, students, visitors<br><br>All campuses | UoS |
| 4.6 New starter pack information on walking/cycling | Increased awareness of routes | Discussions have been held with HR to review starter pack travel information, and to revise travel information provided within letters of appointment. Information provided now adheres to the travel hierarchy (7.1). We have worked closely with Student Services Admissions to ensure that walking and cycling information is included in student welcome packs. | On-going | Staff, students<br><br>All campuses | UoS |
| 4.7 Develop rolling programme to improve secure cycle parking | Improved cycle facilities Reduction in number of bikes stolen | All external cycle storage on the Highfield Campus has been upgraded to 'Sheffield' cycle hoops. Areas where demand for cycle storage is highest have been targeted for provision of additional capacity, and security staff have been consulted to ensure storage is provided in locations which have CCTV coverage.<br>**KPI: Storage installed**<br>• **New cycle cages by B39 (28 bikes), B53 (48 bikes), B85 (32 bikes), B22 (40 spaces), beside B44 (40 spaces), WSA (40 spaces), Boldrewood (40 spaces)**<br>• **Provision at Mayflower Halls (400 secure spaces, 54 external spaces)**<br>• **Extended cycle shelters at NOCS**<br>• **Extended secure store beside SUSU shop (48 spaces)**<br>• **Additional secure storage at Avenue (40 spaces)**<br>• **Cycle store at Gateley halls of residence (40 spaces)**<br>• **Additional secure spaces at Montefiore Halls (80 spaces)**<br>• **Rolling improvements to external spaces (all campuses)** | On-going | Staff, students<br><br>All campuses | UoS |
| 4.8 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015)<br>KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 4.8.1 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.9 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.9.1 Develop and expand the University 'Uni-Cycle' project | Provide affordable bikes, increase cycle uptake, recycling initiative | The Uni-Cycle project was introduced in 2010 and is now an established element of the Travel Plan. The scheme includes recycled bike sales, a Bike Dr service (4.17.1), advice on cycle security, safety, maintenance and rider confidence training, and discounted equipment sales (D-locks, lights, helmets & reflective equipment). The project was shortlisted for a Times Higher Education Award in 2011 and 2012. We will consider how this service can be delivered at other campuses (4.17.2) as the project develops.<br><br>The project has an active Facebook group which is expanding with support from the Students Union, and is used as an ad-hoc facility for private bicycle sales amongst staff and students. To date 212 bikes have been recycled and sold through the project. | On-going | Staff, students<br><br>Highfield Campus | UoS, SUSU |
| 4.10 Education programme for staff and students on cycle parking | Prevent inappropriate bike parking | Advice on cycle parking and etiquette is provided on the online cycle route maps. The transport website provides additional guidance including a cycle 'security tips' leaflet, and anyone signing up for secure cycle storage is required to read the terms & conditions for using these stores.<br><br>On occasions when bikes are locked in inappropriate places, we provide targeted temporary signage and only resort to permanent signage where the problem continues.<br><br>We carry out a campaign through the autumn & winter to encourage cyclists to wear bright/reflective clothing and use appropriate lights when cycling in the dark, including a launch event to coincide with the clocks changing in October (repeated when they change again in March). We promote the use of bike lights and 'sold secure' D-locks, sold at a discounted rate through the Uni-Cycle project (4.9.1). | On-going | Staff, students<br><br>All campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 4.11 Promote existing shower facilities | Improved walking and cycling facilities | The University 'Open Data' project provides online mapping to identify facilities available across the University, including shower and changing facilities. Links to this mapping service are provided on the transport website.<br><br>We continue to identify opportunities to introduce new facilities, including refurbishment of disabled toilets to provide wet room facilities. | On-going | Staff, students<br><br>All campuses | UoS |
| 4.11.1 Review availability of showers and locker facilities for cyclists & pedestrians | Increased likelihood of regular walking/cycling | We have received regular enquiries about the availability of lockers and shower facilities on University Campuses, and the use of existing facilities is increasing as a result of greater cycle use. Locker availability in particular is limited, and shower facilities are not available in all buildings.<br><br>We have carried out an initial review of shower and locker availability including feedback from users collected via the Staff Travel Survey. A detailed review is now underway to identify opportunities to improve existing facilities (including a review of secure cycle store capacity) and include adequate provision in new build or refurbishment projects. | 2015-16 | Staff, all campuses | UoS |
| 4.12 OBJECTIVE COMPLETE  (See Appendix 3) | | | | | |
| 4.13 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 4.14 OBJECTIVE COMPLETE  (See Appendix 3) | | | | | |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 4.14.1 Maintain and develop Cycle to Work Scheme | Increase % of staff cycling | A combination of website information, cycling events and online updates are used to inform staff of the way the scheme now operates and the benefits available for new cycle purchases. **KPI: Scheme uptake** **2010: 91** **2011: 102** **2012: 137** **2013: 158** **2014 : 126** **2015 : 132** | On-going | Salaried staff | UoS |
| 4.15 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 4.16 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 4.17 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.17.1 Maintain Bike Doctor Service through the Uni-Cycle scheme | Improved support for cycling | The Uni-Cycle project provides a bi-monthly Bike Doctor service, which has proven to be very popular. In 2014, we received LSTF funding from SCC to increase the frequency to a weekly service, and uptake was good enough to justify continuing this level of provision for the 2014/15 academic year. Demand at events remains constant, and we will monitor it to measure the impact of the increased frequency. **KPI: Rolling average monthly repairs** **45 (October 2012)** **90 (October 2013)** **95 (October 2014)** **83 (October 2015)** | On-going | Staff, students | UoS |
| 4.17.2 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 4.18 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 4.19 Introduce active travel awareness events | Increase % of staff and students cycling | We hold a range of regular events including a Bike Dr (see objective 4.17.1), Uni-Cycle events (4.9.1) and individual campus events with support from SCC, Police and cycle suppliers. During Freshers Week we host the SCC 'My Journey' Roadshow, which is well received by students. We also run safety events timed to coincide with the start and end of British Summertime (March and October). We promote externally organised events in Southampton and Winchester (such as the Cycle Challenge) to our staff and students. Events are advertised via SUSSED notice board articles, the transport website, Uni-Cycle Facebook group, cycle mailing lists and posters on campus. | On-going | Staff, students | UoS SCC HCC |

**Section 5: Public Transport**

| Objectives & Deliverables | Effect of Implementation | Progress to Date  (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 5.1 Provide information on public transport | Improved passenger information<br>Increased awareness of public transport services<br>Improved perception of public transport | Sources of public transport information include:<br><br>• The University transport website (www.soton.ac.uk/transport)<br>• The Uni-link website (www.unilinkbus.co.uk)<br>• The Uni-link office<br>• Facebook and Twitter links (via Uni-link website)<br>• Public transport apps (see 5.2.1)<br><br>We work closely with Go South Coast to explore how the information we provide can be streamlined and made clearer for passengers. The Uni-link office can edit content on the Uni-link website so we can react to operational problems at short notice.<br><br>Go South Coast regularly review the information that is provided to passengers at bus stops, and propose alterations to better promote Uni-link services. They also manage a Twitter feed and Facebook group for Uni-link, and information provided on board Uni-link buses.<br><br>We work with SCC on the 'My Journey' campaign to promote sustainable travel, which includes a focus on bus services, and have introduced the 'Key' Smartcard for Uni-link (with associated promotion) to allow passengers to use the same ticket on multiple bus operators (currently Uni-link, Bluestar and Wilts & Dorset services). | On-going | Staff, students, visitors, public<br><br>All campuses | UoS<br>Go South Coast |
| 5.2 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |

| Objectives & Deliverables | Effect of Implementation | Progress to Date (November 2015)<br>KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 5.2.1 Investigate alternative options for provision of real-time passenger information (RTI) | Improved passenger information<br><br>Increase awareness of bus services<br><br>Improve perception of bus travel | The introduction of a new RTI system by SCC has created a much improved network for RTI provision in Southampton. ITSO-enabled equipment was installed on Uni-link buses during 2013.<br><br>As part of the new RTI system, an Information Totem was installed in the Highfield Interchange, providing better information on available services and opportunities to link to connections with other services, including rail.<br><br>The University Open Data team are developing an improved RTI application using data from the new system, in the form of a mobile-friendly web application available on all formats. It is intended that this be embedded in the University transport website as part of rolling updates during 2015/16. | On-going | Staff, students, visitors, public<br><br><br>All main bus stops | Uni-link<br>UoS<br>SCC |
| 5.3 Review existing Uni-link and Bluestar services to grow the network | Improved bus services | The U1 Uni-link service increased frequency from 15 minutes to 10 minutes in September 2010, and to 7 minutes in September 2013. The U6 service increased frequency from 30 minutes to 20 minutes in September 2011, and increased capacity in 2013 with the introduction of double decker vehicles. The U2 service increased from 30 minutes to 10 minutes in September 2014, to coincide with the opening of Mayflower Halls. U2 and U6 services are currently being subsidised by UoS, whilst the U1 operates on a commercial basis.<br><br>We continue to work with Go South Coast to expand Uni-link, and develop cross-ticketing options via the 'Key' Smartcard (5.6). We will also develop alternative payment options with Go South Coast, including promotion of on-line top-ups and development of mobile phone ticketing options.<br><br>**KPI: Passenger number annual % change:**<br><br>**2010/11: +10%, 2011/12: +5.5%, 2012/13 -0.7%, 2013/14 +15% 2014/15: +10%** | On-going | Staff, students, visitors, public<br><br><br>All campuses | UoS<br>Uni-link |

| Objectives & Deliverables | Effect of Implementation | Progress to Date (November 2015)<br><br>KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 5.3.1 Expand and promote the use of departmental bus passes | Improved access to bus services | Departmental smart cards are held in B85, B35 and 1 Guildhall Square at building receptions and are regularly signed out by members of staff travelling between campuses. We will widen the availability of this service and monitor its uptake.<br><br>**KPI: Record of pass usage (B35):**<br><br>**2011/12 academic year = 85 trips**<br><br>**2012/13 academic year = 137 trips**<br><br>**2013/14 academic year = 142 trips**<br><br>**2014/15 academic year = 282 trips** | On-going | Staff, Highfield Campus | UoS |
| 5.3.2 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 5.4 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 5.5 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 5.6 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 5.7 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 5.7.1 Improve access to bus links between Southampton and Winchester | Increased choice of travel modes, reduced reliance on car use | During the delivery of 5.7, bus ticket options between WSA and Highfield were developed to provide better value to students travelling between sites. We will continue to review these offers, and explore how these might be improved with the introduction of the 'Key' smartcard.<br><br>**KPI:**<br><br>**Ticket Sales 2010/11: 55x multi-trips, 151x 90 day**<br><br>**Ticket Sales 2011/12: 2x multi-trips, 187x 90 day**<br><br>**Ticket Sales 2012/13: 339x 90 day (multi-trips discontinued)**<br><br>**Ticket Sales 2013/14: 424 x 90 day tickets**<br><br>**Ticket Sales 2014/15: 383 x 90 day tickets**<br><br>A faculty-operated minibus service between Highfield and Winchester was introduced in September 2015 to provide an additional travel option between sites. | On-going | Staff, students, visitors<br><br>WSA | UoS |

| Objectives & Deliverables | Effect of Implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 5.8 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 5.8.1 Manage efficient and safe operation of bus interchange | Improved waiting facilities<br>Less conflict between modes<br>More secure and welcoming | The Highfield Interchange was refurbished in 2010, increasing the capacity and safety of bus operations. We will manage the way that this space operates, in terms of safety for all users and efficient systems for the different uses that occur on and around the site (linked to 8.9).<br>Speed bumps were installed to manage vehicle speeds in March 2011, and planter units were introduced in March 2012 to improve segregation between modes. We will continue to monitor their effectiveness. | On-going | Staff, Students, Visitors<br><br>Highfield | UoS<br>Uni-link |
| 5.9 Improve bus stops | Improved waiting facilities<br>Improved perception of bus travel | We regularly liaise with SCC Officers regarding the condition of bus stops, which are reviewed as part of our mystery shopper reports. Stops within the University site are monitored by the Transport Team.<br>As per 5.1, Go South Coast continually review information that is provided to passengers at bus stops, maximising opportunities to promote Uni-link services. | On-going | Staff, students<br><br>All main bus stops | Uni-link<br>UoS<br>SCC |
| 5.10 Work with others to secure bus priority measures | Improved reliability of services<br>Reduced journey times | SCC carried out works to improve bus priority at the Swaythling High Road junction adjacent to Wessex Lane. We continue to liaise with SCC officers and other operators through the Bus Punctuality Task Force meetings to identify opportunities to improve conditions along Uni-link bus routes. Further bus priority measures have been discussed within the city centre and local centres such as Portswood; these may come forward with support from LSTF funding (9.3.1) and the University will provide input to proposals. We have also engaged with SCC and other operators regarding proposals to remove bus priority measures on Above Bar Street, as this has the potential to negatively impact bus accessibility and reliability. | On-going | Staff, students<br><br>Southampton | SCC<br>Uni-link<br>Bus operators |
| 5.11 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 5.12 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |

**Section 6: Cars and PTWs**

| Objectives & Deliverables | Effect of implementation | Progress to Date  (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 6.1 Promote liftshare.com use amongst staff | Increase in lift sharing Increased awareness | Lift sharing is promoted via the transport website, with a modest uptake from staff (11.3% of commuter trips in 2013). We promote membership of Liftshare.com, to aid the matching up of lift share partners. Applications for lift share permits continue to rise (see KPI's). **KPI's: Car share permit uptake** **2009/10: 135 permits** **2010/11: 151 permits** **2011/12: 160 permits** **2012/13: 202 permits** **2013/14: 236 permits** **2014/15: 233 permits** | On-going | Staff, students, visitors All campuses | UoS |
| 6.2 OBJECTIVE COMPLETE | | | | | |
| 6.2.1 Review support for Lift  Sharing | Increased uptake of lift sharing, reduced pressure on car park spaces | Staff feedback has indicated that lift sharing remains a relatively unpopular travel option, and the support offered by the University transport website and liftshare.com membership provides limited incentive or resources to increase uptake. We will review how lift sharing could be better supported to increase the amount of lift sharing taking place, and how existing services can be more widely promoted. | 2015-16 | Staff, all campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 6.3 Review existing car park provision | Provide safe car parks | We operate a rolling scheme of car park maintenance, and consult within the University on development projects that will have an impact on car parking.<br><br>We monitor the issuing of parking permits as an indicator for capacity, and the level of car use at the University.<br><br>**KPI: Permits issued**<br>**2010=  2264**<br>**2011= 1890**<br>**2012 = 2073**<br>**2013= 2028**<br>**2014= 2024**<br>**2015= 2143** | On-going | Staff, students<br><br>All campuses | UoS |
| 6.4 Work with key stakeholders to reduce on-street car parking | Reduction of on-street parking | We regularly consult with SCC on alterations to Traffic Regulation Orders in the vicinity of the University, and support proposals to remove or restrict on-street parking provision in roads surrounding University sites. We respond to comments from resident groups regarding on-street car parking, providing support where appropriate. | On-going | Staff, students<br><br>All campuses | SCC<br>HCC<br>UoS |
| 6.5 Introduce new car parking policies | Increased cost for staff living close to campus or bus routes<br><br>Reduction in overall parking demand | Alterations to the allocation of temporary parking permits at halls were introduced at the start of the 2010-2011 academic year, to increase control over hall parking spaces and increase opportunities to utilise halls for event parking and the promotion of park & ride/park & walk.<br><br>A daily permit (6.2) has been introduced as a flexible parking option for January 2014, to encourage & support regular use of other transport options. | On-going | Staff, students<br><br>All campuses | UoS |
| 6.5.1 Explore alternative parking enforcement measures | Enforcement of parking restrictions | The University ceased clamping vehicles as part of its parking enforcement strategy from December 2011. Enforcement is currently via penalty charge notices, and we will continue to monitor and review enforcement to ensure the measures we take are effective. | On-going | Staff, students, visitors<br><br>All Campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 6.6 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 6.7 Increase in car parking costs at UoS | Bus journeys become more cost effective<br><br>Reduction in number of car drivers | Parking permit prices increased significantly in 2009-2010, with further increases increase in 2011, (10% increase for higher pay bands), 2014 (3.3% for all bands, based on RPI) and 2015 (2.5% for all bands, based on RPI).<br>**KPI: Comparison of annual parking cost to annual bus pass:**<br>**Parking permit: £318**<br>**Bus Pass: £315** | On-going | Staff, students<br><br>All campuses | UoS |
| 6.8 Introduce incentives for non-car use | Reduction in number of car drivers | The daily permit (measure 6.2) provides an option for occasional car use when adopting alternative modes.<br>Go South Coast provided a free day of travel on Uni-link services during University staff party events (July 2012, 2013, 2014). We have also introduced and promoted the use of departmental Uni-link smart cards for travel between UoS sites (5.3.1). We will continue to develop other incentives. | On-going | Staff<br><br>All campuses | UoS |
| 6.9 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 6.10 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 6.11 Phase out car parking on east side of Highfield campus | Reduction in parking per head of population | This objective is connected to the Estate Strategy and on-going plans for the east side of the Highfield campus. The Transport Manager is involved in estate planning at the University, and represents the objectives of the Travel Plan in these discussions.<br>Safety improvements linked to objective 8.9 were undertaken on Admin Road during summer 2014, reducing car parking and providing better pedestrian and cycle facilities. A project to landscape an area to the rear of the library (Engineering Square) is due to take place during summer 2016, which includes increased secure cycle storage and a reduction in car spaces. The road outside B35/B27 has been identified as a future stage of this improvement project, with design work due to take place in Autumn 2016. | Summer 2014 (Admin Road)<br>Summer 2016 (Engineering Square)<br>Summer 2018 (Road between B35/B27) | Staff<br><br>Highfield | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date  (November 2015) KPI's | Timescale | People/ Location | Responsibility |
|---|---|---|---|---|---|
| 6.12 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 6.12.1 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 6.13 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 6.14 Update visitor information on website and other promotional material | Reduction in visitor car trips | Information provided on the University website is regularly reviewed and updated as necessary, including details on how to access the campus. The Transport website underwent significant review in autumn 2015, to streamline information and provide clearer links to external travel sites. Visitor information is structured to promote sustainable travel options, with lone occupant car travel included as a 'last resort'. Park and ride options from halls of residence are promoted for event parking. Online travel information is reviewed as part of wayfinding improvements (linked to measure 4.4, & 8.5). | On-going | Visitors  All campuses | UoS |
| 6.15  OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 6.16 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 6.17 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 6.18 Work with SCC on introduction of Park and Ride sites | Reduce staff, student and visitor trips to the campuses  Reduce need for car parking | We have discussed options for park & ride sites with various stakeholders including Southampton General Hospital, Sustrans and SCC; however a suitable site has not been identified to date. Halls car parking and the car park at the Wide Lane sports facility are regularly used to provide park & ride services for University events, and we will continue to promote this ahead of offering parking at the Highfield campus. | For 2010–2011 academic year and on-going | Staff, students, visitors  All Southampton campuses | SCC UoS |
| 6.19  OBJECTIVE COMPLETE (See Appendix 3) | | | | | |

**Section 7: Business travel and optimisation of supplier deliveries**

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| **7.1 OBJECTIVE COMPLETE** (See Appendix 3) | | | | | |
| 7.1.1 Challenge the need to travel | Reduction in staff and student business travel | I-Solutions have published an online list of the video conferencing facilities currently available at the University. We will promote use of these facilities (3.3.1). In line with the travel hierarchy (measure 7.1), use of these measures should come before any mode of physical travel. We will continue to encourage the use of all forms of communication that negate the need to travel and explore measures to increase use of this technology. | On-going | Staff, students<br><br>All campuses | UoS |
| **7.2 OBJECTIVE COMPLETE** (See Appendix 3) | | | | | |
| **7.3 OBJECTIVE COMPLETE** (See Appendix 3) | | | | | |
| **7.4 OBJECTIVE COMPLETE** (See Appendix 3) | | | | | |
| 7.5 When choosing venues for events, prioritise locations accessible by public transport and promote alternatives to the car | Reduce need to use car to attend events<br><br>Increase use in public transport | The Transport Team responds to queries relating to event travel and provides advice on public transport options. This applies to events held on University sites, and elsewhere. Event venues are restricted to those on the procurement supplier list, which are reviewed periodically by the procurement team. | On-going | Staff, students<br><br>All campuses | UoS |
| 7.6 Rationalise delivery and service timetabling | Reduction in peak-hour HGV movements | A permit system operates within Library Square West (a key delivery location) to restrict vehicle access between 10am and 3pm, managing vehicle flows (including deliveries) during this time. Similar restrictions are in place to manage the delivery area adjacent to the Uni-link interchange. Drop-off bays were installed as part of the re-design of Admin Road, to provide a formal location for deliveries. We will continue to monitor use of these facilities, and consider opportunities to provide further facilities where demand is identified. | On-going | HGV's & LGV's<br><br>All campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 7.7 Centralise purchasing | Reduction in HGV movements | Catering deliveries are centralised to reduce vehicle movements (for example Coca Cola deliveries). We will work with the University Procurement Team and other departments to identify areas where centralisation may be achievable.<br><br>We are working with SCC Officers and Meachers Global Logistics to explore the viability of the Southampton Sustainable Distribution Centre (SDC) project in relation to University deliveries. This objective forms part of the EngD project referenced in 1.3. | For 2013–2014 academic year and on-going | HGV<br><br>All campuses | UoS |
| 7.8 Provide information to suppliers on how to reach University | Reduction in HGV mileage | Route information is provided via the transport website and is readily available to suppliers and visitors to the University. The website was updated in 2015, to improve the clarity of information provided.<br><br>Improvements to on-street information have been introduced via the wayfinding project (8.5). | On-going | HGV<br><br>All campuses | UoS<br><br>Suppliers |
| 7.9 Work with Procurement Team to develop and implement Business Travel Policy | More control of business travel, measurement of scope 3 emissions from travel | The Procurement Team are currently leading on the development of a Business Travel Policy. The Travel Plan will continue to have an active role in this process, and will seek to align the objectives of the policy with those of the Travel Plan wherever practicable. This process has been delayed as a result of staff changes in the Procurement Team. | Summer 2015 | Staff, all campuses | UoS Procurement Team, Transport Team |

**Section 8: Management measures**

| Objectives & Deliverables | Effect of implementation | Progress to Date  (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 8.1 Sustainability Officers to promote more sustainable travel modes | Commitment to travel plan | A network of Sustainability Officers has been formed, with meetings held on a quarterly basis to cover a range of environment and sustainability issues.<br><br>The Travel Plan is discussed within Sustainability Officer meetings, and was the topic of workshops in July 2011 and March 2013. Sustainability Officers are asked to help communicate transport initiatives within their departments/faculties to increase knowledge of the Travel Plan. | On-going | Staff, students<br><br>All campuses | UoS |
| 8.2 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 8.3 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 8.4 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 8.5 Review signing on campus | Improved public realm<br><br>Improved staff and student experience of campus | We have an on-going project to review and update wayfinding on and around University campuses.<br>Noticeboard containing site maps have been provided at strategic locations around the Highfield campus, to aid navigation. We will continue to assess the need for further boards.<br>Navigation between campuses has been improved as part of the Legible Cities project undertaken by SCC. The University provided £30k funding for signs and map totems surrounding University Campuses (September 2014).<br>Signs across the estate are checked and replaced as necessary, with consideration of their relevance. Signing and wayfinding are reviewed whenever pedestrian or cycle routes are reviewed or changed (4.4), for example as part of the Admin Road project (linked to 8.9). | On-going | Staff, students, visitors<br><br>All campuses | UoS |
| 8.6 OJECTIVE COMPLETE (See Appendix 3) | | | | | |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 8.7 Provide personal travel planning | Awareness of sustainable travel modes | The Transport Team provide individual travel planning advice on request, including tailored advice on cycle routes, bus connections and lift sharing opportunities. We will look to develop this service further in partnership with SCC and Sustrans, with support from the 'My Journey' campaign and LSTF funding. The Sustainability E-Learning Tool (launched in October 2014) is available to all staff and provides links to location-specific transport advice. | On-going | Staff, students<br>All campuses | UoS<br>Sustrans |
| 8.7.1 Provide targeted travel advice for local population centres | Awareness of sustainable travel modes | The travel survey records the postcodes that staff and students travel from to reach the University. We will seek to provide specific travel information for local centres and areas where large concentrations of staff/student journeys originate.<br>We have supported locally targeted travel planning projects delivered by the SCC 'My Journey' campaign during 2013/2014, and have helped to promote these projects via regular 'My Journey' roadshow events on University campuses. | 2014 and on-going | Staff, students | UoS |
| 8.7.2 Expand provision of Personal Travel Planning (PTP) for staff | Greater awareness of travel options | Working with SCC's 'My Journey' team, we will investigate other ways to provide targeted travel planning advice for staff, to improve awareness of all available travel options. Possible activities include campus events targeted at specific groups (departments, faculties, those living in specific postcode areas) and promotion of the 'My Journey' Journey Planner tool. | 2016 and on-going | Staff, all campuses | UoS, SCC |
| 8.8 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 8.9 Carry out an audit of risks associated with all modes of travel (and interaction between modes) across the University estate | Improved public realm<br>Improved campus safety | We review risks associated with transport activity at the University at least annually, identifying problem areas and mitigating risk in order of priority. We work closely with the Estates & Facilities H&S Manager to agree an on-going strategy to identify sites with significant risk of conflict, and develop and implement measures to minimise this risk. So far, risk assessments have been carried out for the Highfield, WSA and Avenue campuses, although the focus has been on Highfield due to the wide range of activities undertaken on the campus. | For 2011-2012 and annually thereafter | Staff, students, visitors<br><br>All campuses | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 8.10 Use transport projects to reduce risk of conflict between pedestrian, cyclist and vehicle movements | Improved safety, improved aesthetic quality of campuses | Linked to Objective 8.9. Various transport projects have been undertaken to improve segregation of pedestrians/cyclist and vehicles across campuses and more will be brought forward as part of our assessment of campus risks. Through involvement with strategic campus development projects, we will seek to influence future infrastructure layout at the University to prioritise sustainable travel, separate service and delivery activities from pedestrian areas, and reduce the impact of car parking on the operational and aesthetic quality of University campuses. | On-going | Staff, students, all campuses | UoS |

**Section 9: Delivering the plan**

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 9.1 Regular review of Travel Plan | Ensure plan is up to date and actions are being delivered | We will continue to carry out annual reviews of Travel Plan progress against Action Plan objectives, and will update the content of the Travel Plan document to coincide with Travel Surveys (1.2). Reviews will be published on the Transport website. We will continue to work closely with SCC officers to ensure they are aware of Travel Plan progress. | 2009–2010 academic year and annually thereafter | Staff

All campuses | UoS |
| 9.1.1. Increase awareness of the Travel Plan & Travel Plan measures | Better engagement with staff & students | The 2013 staff and student travel surveys indicated that awareness of the Travel Plan was low amongst staff, and particularly students, although awareness of available travel measures was much greater. We have increased the prominence of the Travel Plan on the University Transport website, and will consider the benefits of increasing staff and student awareness of the Travel Plan document. | 2015 and on-going | Staff, students, all campuses | UoS |
| 9.2 Develop travel plans for specific building projects | Consistent application of travel plan objectives | The Travel Plan is be included with all future planning applications of sufficient size made by the University.

Building-specific Travel Planning statements may be required for future development projects, however these will refer to the measures and targets set out within the overarching Travel Plan. | On-going | Staff, students

All campuses | UoS |
| 9.2.1 Monitor transport to and from new University sites | Positive student experience, embedding sustainable behaviour | The opening of Mayflower Halls in September 2014 and City Gateway in September 2015 introduced new travel demands. We will monitor and review transport activity at these halls so that pedestrian, cycle and public transport provision is aligned as closely as possible to demand. We will carry out a travel survey at each new site during the first academic year to seek feedback from site occupants. | October 2014 and on-going | Students, staff, new sites | UoS |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 9.3 Work in partnership with other key stakeholders | Support sustainable travel initiatives | We regularly meet and consult with stakeholders (9.5, 9.8, 9.9) and have built a strong network of contacts that help us deliver our Travel Plan objectives. Partnership projects to date include the Highfield Interchange (Go South Coast and SCC), cycle routes on Salisbury Road and Bassett Road (SCC), the LSTF bid (9.3.1) and a range of collaborative events with businesses, local authorities and transport charities.<br><br>The Transport Manager is a member a range of stakeholder groups, including the SCC Travel Planners Forum, Chamber of Commerce, Three Rivers Rail Partnership and Winchester District Strategic Partnership. | On-going | Staff, students<br><br>All campuses | UoS<br>SCC<br>HCC<br>Sustrans<br>Others |
| 9.3.1 Work with SCC to identify projects that could be brought forward with support from LSTF funding | Support delivery of the Travel Plan<br><br>Progress projects which offer wider benefits to the city | SCC submitted a successful bid for Government LSTF funding until March 2016. The University was a partner in the bid process, and will play an on-going role in the identification and promotion of projects that could be funded via the LSTF.<br><br>**KPI: Projects funded by the LSTF**<br><br>• **Match-funded cycle store on Highfield Campus**<br>• **Interchange RTI Totem**<br>• **Video cycle route maps**<br>• **Public Transport RTI application**<br>• **Interactive campus walking map**<br>• **Additional Bike Dr services**<br>• **Cycle route improvements (key city cycle corridors)**<br>• **Lovers Walk route improvements** | March 2016 | Staff, students | UoS<br>SCC<br>Other stakeholders |

| Objectives & Deliverables | Effect of implementation | Progress to Date (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 9.4 Use University expertise and student projects to help deliver elements of the plan | Support delivery of the plan | We meet with the Student Union, VP Welfare officer and E&E officer on a regular basis to discuss transport matters relevant to the Students Union. We continue to provide ideas for student research projects, with active projects completed by the Transport Research Group, Faculty of Engineering & the Environment, Geodata Institute and School of Management. The Uni-Cycle project (4.9.1) is reliant on input from student volunteers to continue to operate and grow. As per 1.3 we have sponsored an EngD project on transport-related carbon reporting and delivery consolidation. | On-going | Staff, students  All campuses | UoS |
| 9.5 Develop good working relationship with HCC on transport matters | Support delivery of the plan | We have developed good relationships with Travel Planning and Highways officers at Southampton City Council, Hampshire County Council, Eastleigh Borough Council and Winchester City Council. We meet regularly with a number of SCC, HCC and WCC officers to discuss transport matters. | On-going | Staff, students, visitors  WSA | UoS SCC HCC |
| 9.6 OBJECTIVE COMPLETE (See Appendix 3) | | | | | |
| 9.7 OBJECTIVE NOT DELIVERABLE AT PRESENT (See Appendix 3) | | | | | |
| 9.8 Share best practice with HEIs | Promote sustainable travel | The University is an active member of the Environmental Association for Universities and Colleges (EAUC), and has built a strong network with transport and environmental professionals at other organisations. The group provides an excellent opportunity to share experiences with other institutions and has an active email forum that encourages discourse on a wide range of transport issues. The Transport Manager is the chair of the EAUC Transport Network group. | On-going | HEIs  All campuses | UoS Other HEIs |

| Objectives & Deliverables | Effect of implementation | Progress to Date  (November 2015) | Timescale | People/Location | Responsibility |
|---|---|---|---|---|---|
| 9.9 Share best practice with other local bodies | Promote sustainable travel | We are actively involved with numerous local groups, including the Hampshire Chamber of Commerce Planning and Transport Group, the Southampton Travel Planners Forum, Winchester District Strategic Partnership Transport Working Group, Bus Punctuality Task Force, Sustrans and the Three Rivers Rail Partnership. We are members of ACT Travelwise and the Chartered Institute of Highways and Transportation. We regularly attend events and meetings held by these groups and share best practice associated with the delivery of the Travel Plan. | On-going | Local bodies<br><br>All campuses | UoS<br>Other local bodies |