

ROYAL HOLLOWAY UNIVERSITY OF LONDON GREEN TRAVEL PLAN 2025-2030

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ROYAL
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1.0 Introduction

1.1 Overview

- 1.1.1 Curtins have been appointed by Royal Holloway University London (RHUL) to support the production of a Green Travel Plan (TP) for their Egham Campus located within the Runnymede District of Surrey.
- 1.1.2 The purpose of the TP is to assist in reducing RHUL's Scope 3 carbon emissions through the promotion of travel incentives and measures that seek to reduce single occupancy vehicle use amongst students and staff in favour of more sustainable travel modes.
- 1.1.3 The targets and measures set out within this TP extend over an initial 5-year monitoring period. The TP is considered a 'live' document and should be updated with monitoring reports to track progress against targets and review the status and effectiveness of the implemented and planned measures.
- 1.1.4 The adoption of a live TP will also assist in discharging planning conditions associated with any future major University related development schemes submitted by RHUL.
- 1.1.5 This TP aims to champion inclusive measures and highlight modes of transport that are equitable and accessible to a diverse group of people so that all staff and students can contribute to the University's sustainability targets in a meaningful way. RHUL fully supports exceptions to policies and guidance where adjustments are necessary to meet EDI or H&S requirements.
- 1.1.6 As well as advocating for sustainable commuting practises to and from the University's campuses, this Green Travel Plan also addresses international and domestic business travel (for work and education) as well as the journeys made by the University's international students to and from the UK.
- 1.1.7 The focus of this TP is primarily on the Egham Campus which is has the greatest aptitude for change with respect to Scope 3 emissions. Sustainable travel is already widely adopted at the London campus given the location of site, its car-free nature and excellent public transport accessibility.

1.2 Egham Campus

- 1.2.1 Egham Campus is RHUL's main campus and is situated primarily to the south of Egham Hill (A30) and located circa 1.3km west of Egham Station. Hox Park, an off-site and privately owned purpose-built student accommodated (PBSA) complex is located circa 1.9km to the north of Egham Campus.
- 1.2.2 The local planning authority for the area is Runnymede Borough Council, whilst Surrey County Council are the local highway authority. **Figure 1.1** overleaf details the location of Egham Campus in the context to key off-site destinations whilst **Figure 1.2** details the layout of Egham Campus.

Figure 1.1 – Site Context

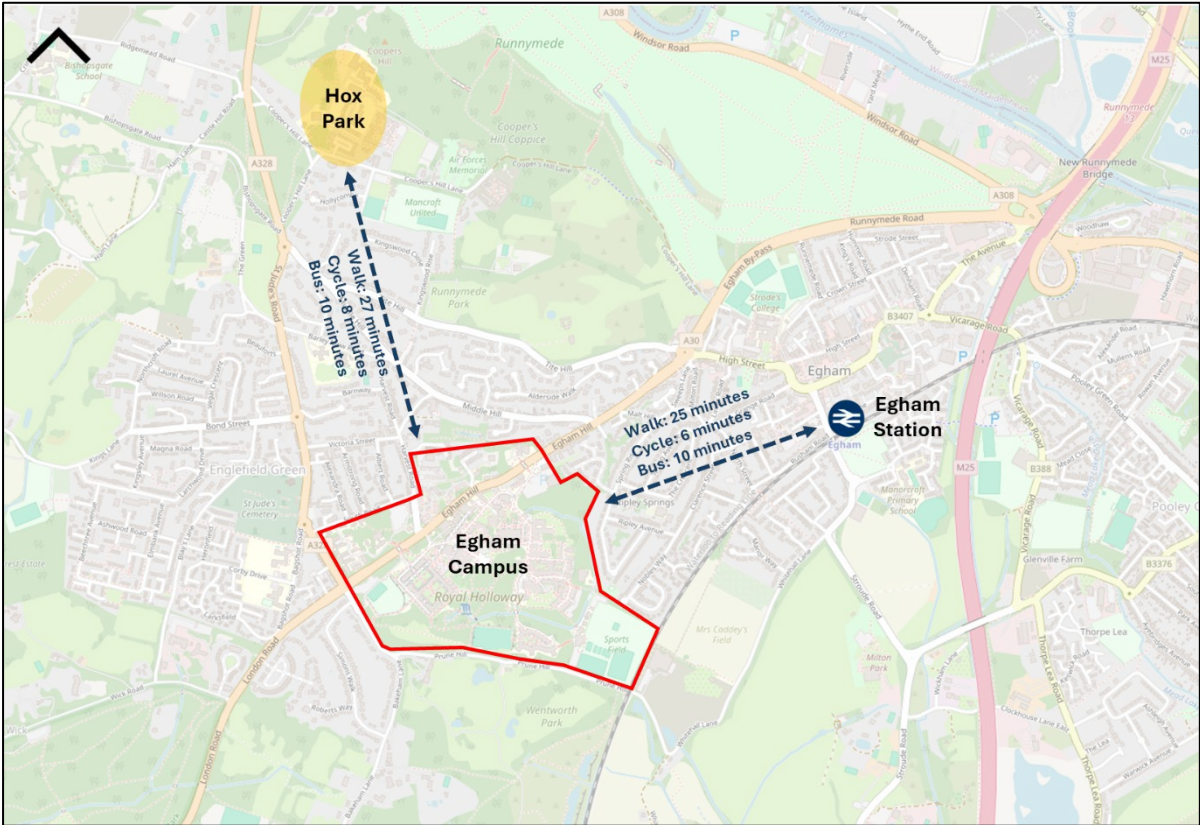
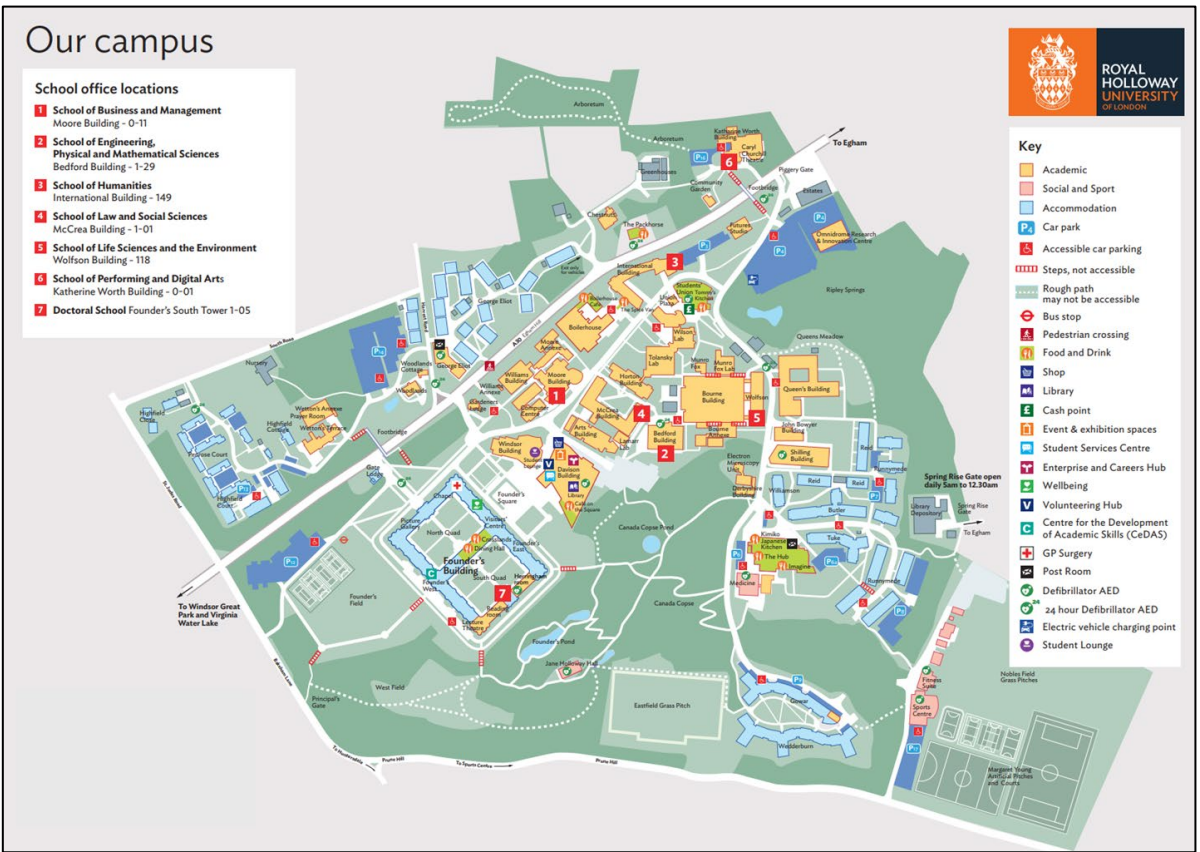


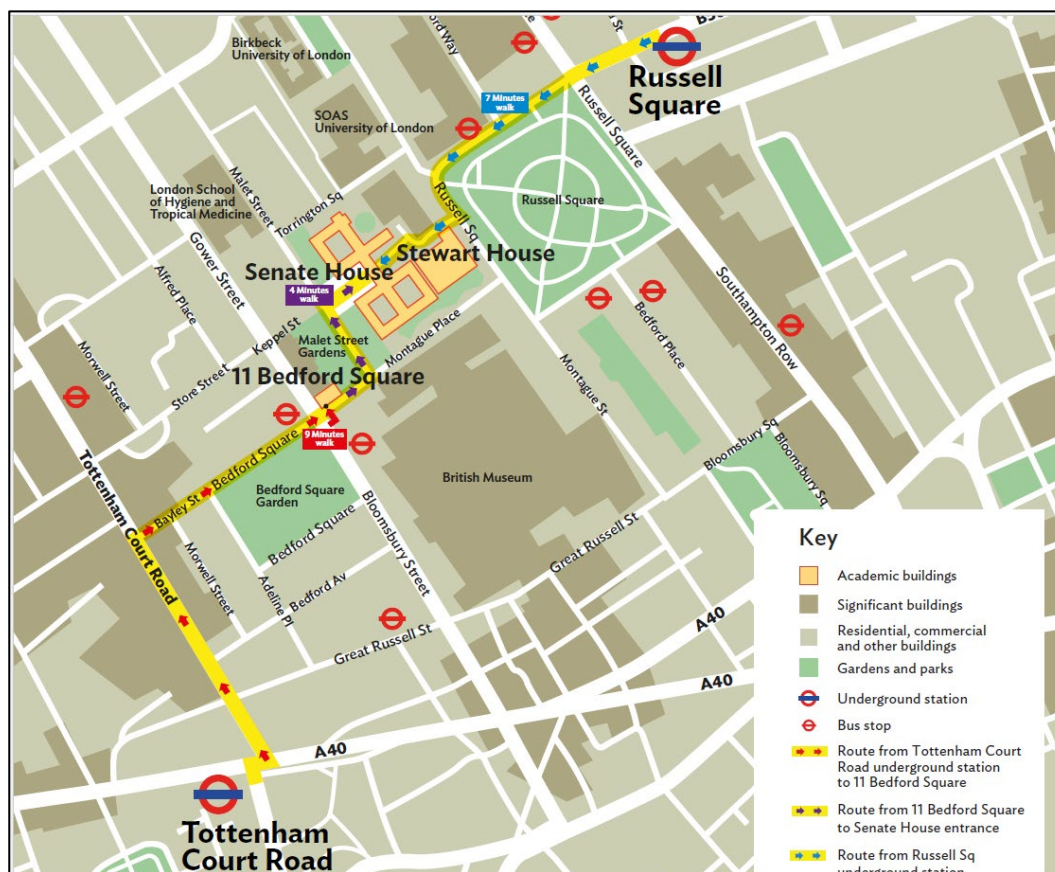
Figure 1.2 – Egham Campus Map



1.3 London Campus

- 1.3.1 RHUL also have a presence in central London at 11 Bedford Square, Senate House and Stewart House in Bloomsbury, London Borough of Camden. Circa 300 students are based at the London campus.
- 1.3.2 The campus is car-free and benefits from a Public Transport Accessibility Level (PTAL) of 6b, the highest rating. PTAL is a Transport for London (TfL) metric that measures connectivity to public transport based on proximity and service frequency, with scores from 0 (poor) to 6b (excellent).
- 1.3.3 Euston Station is approximately a 13-minute walk away. All the main London Terminals can be reached via public transport from the building. The nearest bus stop is Russell Square stop J which services 68, 91, 168 and the 188.
- 1.3.4 The nearest underground stations to the campus are:
- Goudge Street – Northern line – 5 min walk
 - Tottenham Court Road - Northern and Central Line – 5 min walk
 - Russell Square – Piccadilly line – 11 min walk
 - Euston Square – Hammersmith & City, Circle and Metropolitan lines – 13 min walk
- 1.3.5 **Figure 1.3** shows the location of the RHUL's London campus with respect to the local transport network.

Figure 1.3 - London Campus Location



1.4 Document Structure

1.4.1 Following this introductory section, the content of the TP has been structured as follows:

- **Section 2: Travel Plan Principles** - sets out the principles and aim of the TP.
- **Section 3: Existing Conditions** - sets out the current operation of the campus in terms of site usage and transport infrastructure.
- **Section 4: Site Accessibility Audit** - includes a review of the surrounding sustainable transport infrastructure and accessibility to the site by these modes.
- **Section 5: Travel Survey Results** - provides a summary of the October 2024 student and staff travel questionnaires used to understand the baseline transport mode shares used for commuting.
- **Section 6: Focus Group Sessions** - provides a summary of the outputs from the student and staff focus group sessions undertaken in November 2024.
- **Section 7: Travel Plan Measures** - outlines the sustainable transport measures currently provided by RHUL and identifies further measures that could be implemented to achieve the objectives of the TP.
- **Section 8: Travel Plan Targets** – sets mode share targets based on SMART principles to be achieved over an initial 5-year monitoring period.
- **Section 9: Monitoring & Review** – sets out the proposed monitoring strategy used to track progress against the targets.

1.5 Key Information

1.5.1 **Table 1.1** overleaf includes key information related to the management of the Travel Plan.

Table 1.1 – Key Information: Travel Plan Management

Site Name:	Egham Campus, Royal Holloway University
Status of Travel Plan:	Adopted Detailed Green Travel Plan
Development Address:	Egham Hill, Egham, Surrey, TW20 0EX
Author of Travel Plan:	Curtins Consulting Ltd
Travel Plan Coordinator:	Mark Berry Head of Sustainability (RHUL) M.C.Berry@rhul.ac.uk
Funding Mechanism:	Royal Holloway University London
Initial Commitment Period	5 Years

2.0 Travel Plan Principles

2.1 Introduction

2.1.1 This section provides a brief background on the need for TP's and their overall aims and benefits.

2.2 What is a Travel Plan?

2.2.1 A TP is defined by the Department for Transport (DfT) and by the Ministry for Housing, Communities and Local Government (MHCLG) as:

"A long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed."

2.2.2 In essence, a TP is intended to encourage people to choose more sustainable travel modes and where possible, reduce the need to travel at all. Such a plan should include a range of SMART measures designed to achieve this goal.

2.2.3 An effective TP should be subject to regular monitoring and review exercises which help to ensure the Full Travel Plan remains fit for purpose through a process of continued evolution. This provides the added benefit of enabling an organisation to address any issues which may be identified as a result of the travel planning process and implement appropriate mitigation measures.

2.3 Travel Plan Objectives

2.3.1 In line with Central Government Policies and Guidance, the aims of the TP are to:

- Reduce an organisations Scope 3 carbon emissions.
- Encourage the uptake of sustainable transport and reduction in single occupancy vehicle usage.
- Maximise social inclusion by making the site accessible to all members of the community.
- Raise awareness of alternative modes of transport and thus, encourage a modal shift towards more sustainable and healthy travel choices.

2.3.2 This TP has been prepared to:

- Demonstrate a commitment to addressing the access needs of site users.
- Support the Government's environmental and sustainable development initiatives.
- Remain in harmony with, and responsive to, changes to planning and fiscal policies regarding transport.
- Set SMART targets related to the overarching TP objectives.
- Ensure that a formal monitoring process is in place.

2.4 Travel Plan Benefits

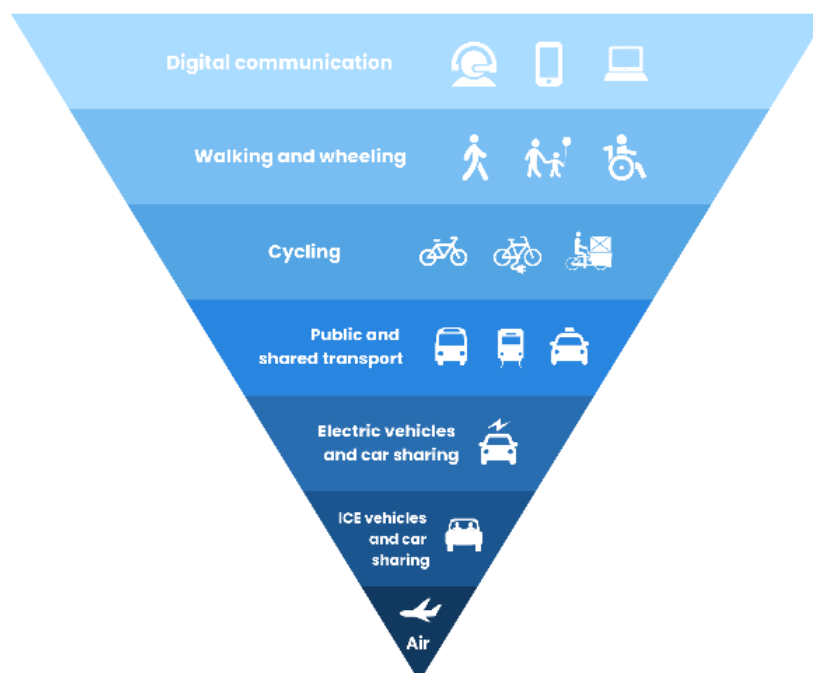
2.4.1 The most easily identifiable benefits from the implementation of TP initiatives are those that are directly related to the uptake of active travel, these mainly comprise:

- Improved health (i.e., increased fitness and reduced stress and obesity).
- A reduction in travel costs.
- A cleaner local environment.
- Meeting a development's environmental standards.
- Improved accessibility to local services.
- Increased road safety.
- Reduced travel times.
- Improved travel choice.
- Reduced congestion and improvements to local air quality.

2.5 Travel Hierarchy

2.5.1 RHUL's adopted Travel Hierarchy prioritises transport modes based on their Scope 3 emissions. Considered utilisation of digital communication, for example where not detrimental to a team's function, followed by active travel (walking and cycling), are deemed the most sustainable. Air travel and internal combustion engine vehicles are deemed to be least sustainable in terms of Scope 3 emissions. This is summarised in **Figure 2.1**.

Figure 2.1 – RHUL Travel Hierarchy



3.0 Existing Conditions

3.1 Introduction

3.1.1 This section of the TP sets out the existing conditions at Egham Campus with respect to the site operation and transport infrastructure.

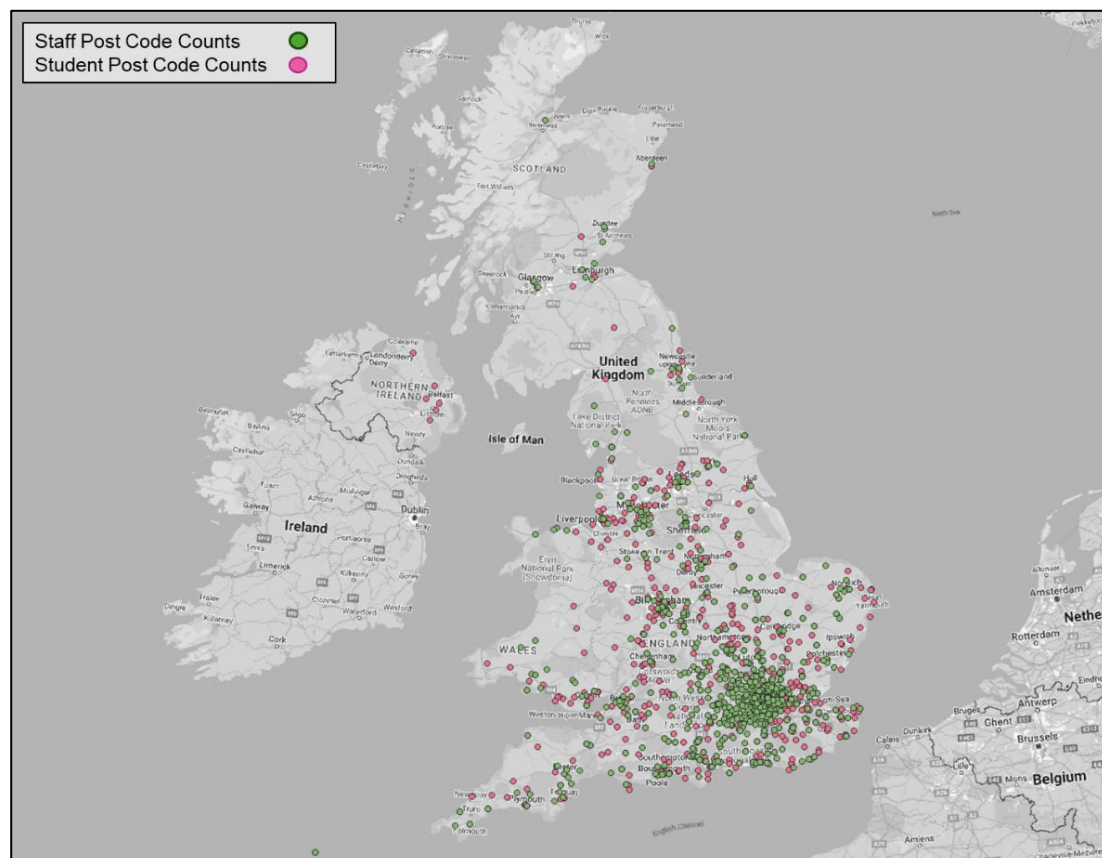
3.2 RHUL Catchment

3.2.1 Student and staff postcodes (first half only) based at Egham Campus for work or study were shared by RHUL in June 2024. These postcodes indicate the following numbers of staff and students are based at the campus:

- **Staff:** 3,435
- **Students:** 12,614

3.2.2 **Figure 3.1** shows the geographical coverage of these postcodes and demonstrates that whilst RHUL's catchment is weighted heavily to the south-east, it does extend nationally with 18% of staff (616) and 11% of students (1,395) living over 50km from the campus. It is assumed that some of the student postcodes provided may be associated with parents/guardian addresses as opposed to term time address.

Figure 3.1 – Staff & Student Home Postcode Plot



3.3 Car Parking

- 3.3.1 Staff and students that live over 1.5km from campus are currently eligible to apply for permit to park on campus. There is currently no charge to park on campus for those with a valid permit.
- 3.3.2 A total of 795 car parking spaces are available to students and staff at Egham campus. The location and type of spaces are summarised in **Table 3.1**.

Table 3.1 – Car Parking Inventory (May 2024)

Car Park	Standard Bays	Disabled Bays	EV Bays	Loading Bays	Total
P3	29	0	0	0	29
P4	198	8	8	0	214
P6	13	7	0	0	20
P6A	28	0	0	0	28
P7	5	4	0	0	9
P8	75	0	0	0	75
P9	35	2	0	0	37
P12	119	3	0	0	122
P14	170	4	0	0	174
P16	16	2	0	0	18
P17	49	3	0	0	52
P18	15	0	0	2	17
Total	751	36	8	2	795

3.4 Cycle Parking

- 3.4.1 Good cycle parking design typically classifies parking into the following two groups:
- **‘Long-stay’**: used by people visiting the campus for an extended period, typically 4-8 hours. This type of cycle parking should benefit from being protected from the elements by way of a shelter and should also benefit from a secure location, either within a locked store or through natural surveillance.
 - **‘Short-stay’**: used by people visiting the campus for a short period, typically 4 hours or less, such as those attending a single lecture. This type of cycle parking should take the form of a Sheffield stand located within a visible location close to key destinations.
- 3.4.2 A total of 213 non-residential cycle parking spaces are currently located throughout the campus, comprising 135 sheltered spaces and 78 unsheltered Sheffield stands. These spaces are summarised in **Table 3.2**. The sheltered spaces throughout campus do not in all instances benefit from security, with cycle thefts occurring on campus as raised during the focus group sessions.

Table 3.2 – Non-Residential Cycle Parking Inventory (May 2024)

Location	Type	Covered	Capacity
Bedford Library	Sheffield	N	20
Bourne Building	Butterfly	Y	21
Computer Centre	Sheffield	N	0
Founders Undercroft	Sheffield	Y (internal)	42
International Building	Sheffield	N	24
McCrea Building	Butterfly	Y	20
Queen's Building (Front)	Butterfly	N	4
Queen's Building (Back)	Shelter	Y	10
Queen's/Students' Union	Shelter	Y	0
Sports Centre	Sheffield	N	20
Huntersdale	Shelter	Y	6
Boilerhouse	Shelter	Y	6
Emily Wilding Davison Building	Shelter	Y	30
Estates	Sheffield	N	6
George Eliot Reception	Butterfly	N	4
Total:			213

- 3.4.3 An interactive map detailing the location number and type of cycle parking spaces can be viewed RHUL's website [here](#).

3.5 End of Trip Facilities

- 3.5.1 'End-of-trip facilities' are amenities provided to support active travel users, such as cyclists, walkers, or joggers. These facilities are designed to make active travel more convenient, comfortable, and practical. They encourage people to use sustainable and healthy travel modes by addressing the needs they may have after traveling to a destination. Other than cycle parking, common end-of-trip-facilities comprise:

- Showers & changing rooms
- Lockers for personal storage
- Repair & maintenance stands for cycles
- Drying facilities
- Wayfinding signage

- 3.5.2 At present, the only end-of-trip facilities available to people commuting to Egham Campus via active modes are located within the Sports and Boiler House complexes, where showers, changing rooms and lockers are available. As with the cycle parking, not all users are aware of the facilities available in these locations.

3.6 Staff Business Travel

- 3.6.1 Employees using their own vehicles on University business may claim a mileage allowance as detailed in **Table 3.3**. These rates match the HMRC approved mileage rates.

- 3.6.2 For each employee who travels on business as a passenger in a private vehicle an additional 5 pence per mile may be claimed.

Table 3.3 – RHUL Business Mileage Rates

Vehicle Type	Cumulative Distance in Tax Year	Rate per Mile
Car or van	Up to 10,000 business miles	45 pence
Car or van	Over 10,000 business miles	25 pence
Motorcycle	Any distance	24 pence
Cycle	Any distance	20 pence

- 3.6.3 Journeys by air should be at economy standard. Journeys made by rail should be at the standard class. Wherever possible tickets should be booked in advance to take advantage of cheaper advanced prices.
- 3.6.4 The mode of travel (e.g. air, rail, private car) and route used should be selected to achieve a reasonable balance between the cost of the travel, the time spent travelling, and congruence with the University's Sustainability Strategy. For example, the carbon emissions generated by rail travel are far less than those generated travelling by air, or by car. If the employee decides to use their private vehicle even though the budget holder would have expected a cheaper alternative mode of transport to be used (e.g. train or other public transport), then the amount claimed will be limited to the standard fare or cost of the journey by the alternative mode.

3.7 Site Observations

- 3.7.1 A set of multi-modal traffic surveys were undertaken in May 2024 to understand the current operation of Egham Campus with respect to multi-modal movements and parking usage.

Traffic Counts

- 3.7.2 A total of 2,155 vehicles were recorded entering the campus via the Founder's building entrance and 2,158 exiting via Bakeham Lane over a 24-hour period in May 2024 i.e. a total of 4,313 daily vehicle movements.
- 3.7.3 A subsequent survey was undertaken in October 2024 to explore the variation in traffic levels throughout the year and indicated the campus was circa 25% busier (in terms of traffic levels) in October compared to May.

Car Parking Usage

- 3.7.4 A car parking occupancy survey was undertaken in May 2024 which indicated that the peak demand for car parking was between 14:00 – 15:00, when 85% of surveyed car parking bays were occupied.
- 3.7.5 This indicates that overall, there is sufficient existing parking provision on campus to meet the current parking demand. However, not all car parks were being utilised to the same extent, with Car Parks 4,

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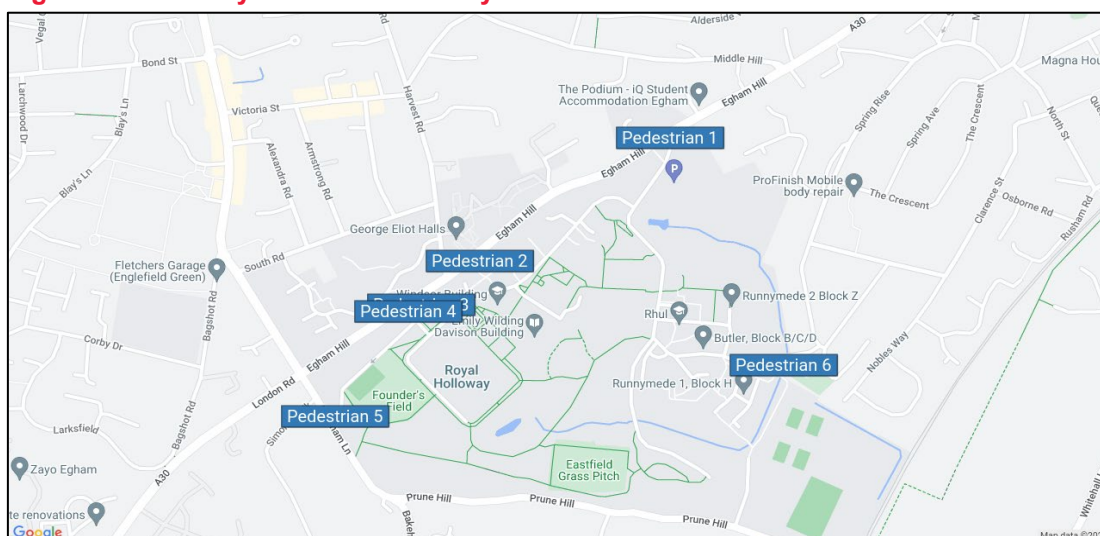
12 and 14 regularly reaching or exceeding capacity, whilst other, less convenient car parks located in the south of campus were observed to be underutilised.

- 3.7.6 This results in drivers who arrive later in the day having to drive around the campus in search of a space.

Active Travel Counts

- 3.7.7 Surveys were undertaken in October 2024 to capture how many active travel users are accessing the site by either foot or cycle. The surveys were undertaken via CCTV at the entrances shown in **Figure 3.2**.

Figure 3.2 – Surveyed Pedestrian & Cyclist Entrances



- 3.7.8 The results of the surveys are summarised in **Table 3.4**.

Table 3.4 – Pedestrian & Cyclist Counts

Entrance	Pedestrian Movements			Cyclist Movements		
	In	Out	Total	In	Out	Total
1	1,186	1,199	2,385	17	17	34
2	2,482	2,276	4,758	18	13	31
3	1,270	1,110	2,380	0	0	0
4	1,173	1,043	2,216	10	2	12
5	47	45	92	3	7	10
6	1,834	1,867	3,701	30	32	62
Total	7,992	7,540	15,532	78	71	149

Cycle Parking Usage

- 3.7.9 Site walkovers were undertaken several times during 2024 that included spot checks of cycle parking usage throughout the campus. Overall, cycle parking usage was never observed to be greater than ~35% of the campuses total non-residential parking provision.

3.7.10 A notable observation was that cycles were being secured to railings, signposts etc. throughout the campus as indicated in **Figure 3.3**. This indicates users may not be aware of the dedicated cycle parking areas available or that cycle parking could be better located near to key destination entrances. Securing cycles to railings also impacts on effective footway widths which could cause accessibility issues for those with mobility or visual impairments.

Figure 3.3 – Cycles Secured to Railings



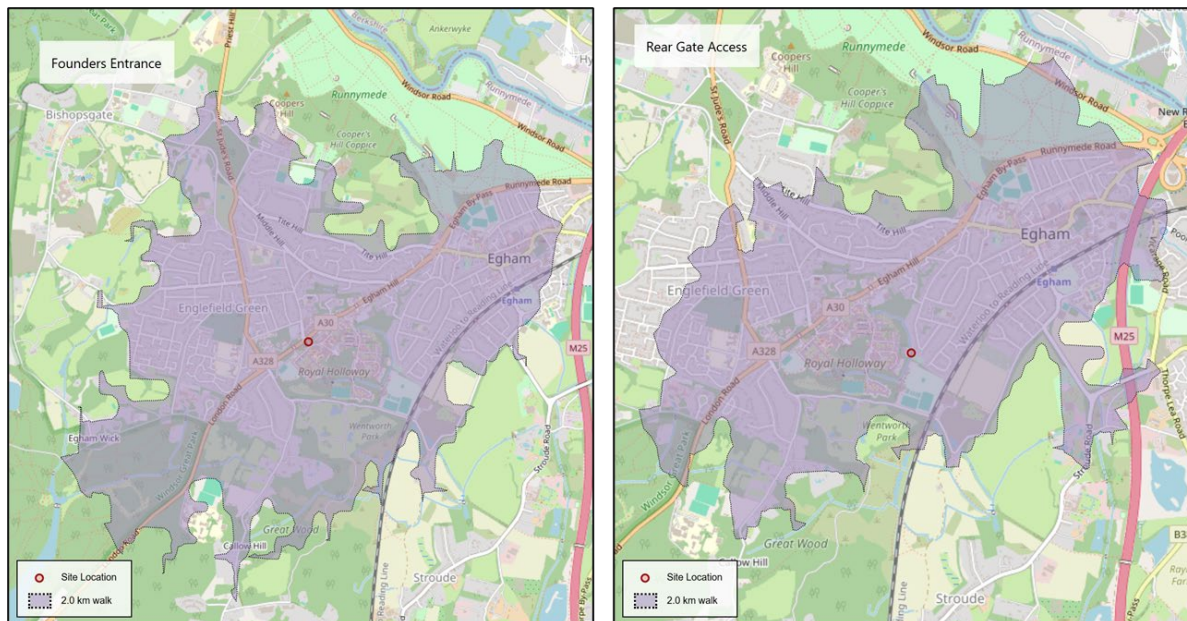
4.0 Site Accessibility Audit

4.1 Introduction

- 4.1.1 This section provides a review of the sustainable transport infrastructure available within the surrounding area and includes a review of pedestrian, cyclist and public transport accessibility.

4.2 Pedestrian Accessibility

- 4.2.1 There are numerous pedestrian entrances to the campus as detailed in Section 3. The public footways from which these entrances are accessed are generally in good condition. Crossing the A30 is facilitated at grade at two points opposite George Elliot Halls by way of a signalised crossing introduced in 2017 as well as an uncontrolled crossing (dropped kerbs and tactile paving). Signalised pedestrian crossings are all provided on all arms of the A30 / Bakeham Lane junction.
- 4.2.2 Two pedestrian footbridges are provided linking the two parts of the campus, one located at the Founders Building access and the second near the Piggery Gate junction and the Sutherland House access. These provide stepped access but are not ideally suited for use by the mobility impaired.
- 4.2.3 The campus is located in close proximity to a range of amenities, as well as hosting numerous amenities within the campus boundary including the RHUL Student Union with an ATM, the Boilerhouse Café and Boilerhouse Theatre, the Handa Noh Theatre, the Royal Holloway Picture Gallery, a Coop convenience store, Crosslands Café, The Hub café, and a Sports Centre with astroturf pitches, tennis courts and a gym. This means all are within a walking distance of one another and do not require students to leave the campus and travel elsewhere for food or leisure purposes.
- 4.2.4 The Chartered Institute of Highways & Transportation (CIHT) states it generally accepted that 2.0km is an achievable distance for people without mobility impairments to walk to work or nearby facilities. This distance is illustrative and approximate, will vary by individual according to their personal mobility and fitness, and will be influenced by their perception and prejudices of such factors as local topography and attitude towards particular travel modes.
- 4.2.5 **Figure 4.1** illustrates a 2.0km walking isochrone measured from the Founders entrance and rear gate.

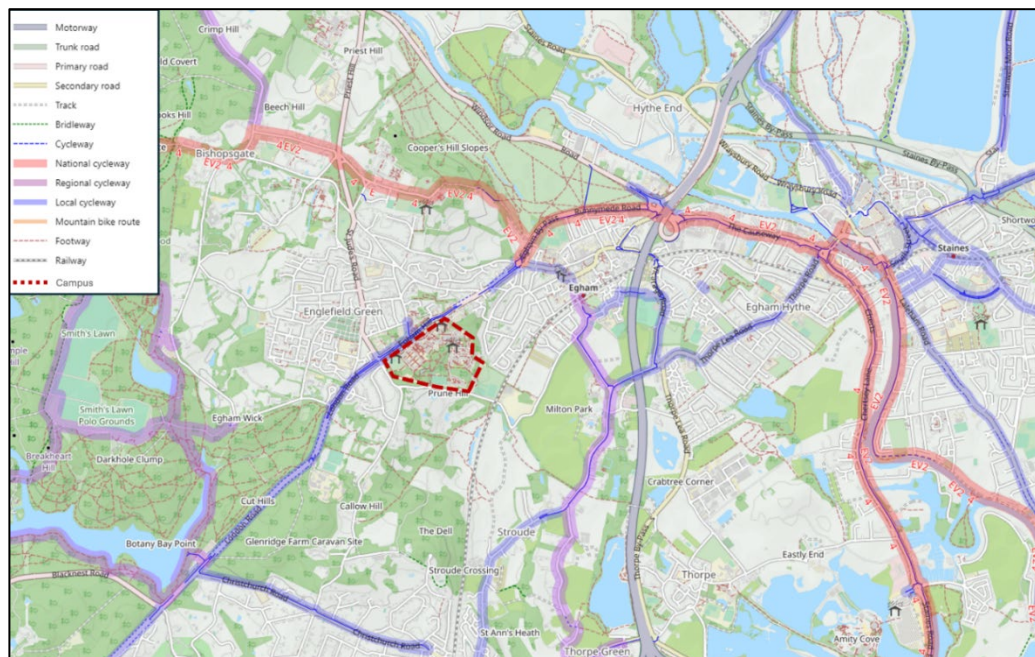
Figure 4.1 – Pedestrian Catchment Area

- 4.2.6 **Figure 4.1** indicates that both Egham station and Hox Park are considered to be within an acceptable walking distance of the campus. Based on home postcode data provided by RHUL, a total of 623 staff (18% of total staff population) and 6,211 students (49% of the total student population) live within the TW20 postcode.
- 4.2.7 TW20 is a relatively broad postcode and includes the entirety of Egham and the surrounding area. Given only the first half of student and staff postcodes was shared due to GDPR requirements, it has not been possible to confirm the exact number of staff and students that live within the 2.0km catchment. However, it is likely that the majority of students live within this catchment given the proximity of off-site accommodation such as Hox Park.
- 4.2.8 Staff will likely be more dispersed across the TW20 postcode area, and it is therefore acknowledged that not all 623 staff (18% of the total staff population) would reside within the 2.0km catchment. Findings from the staff questionnaire discussed later in this TP indicate that 9% of staff currently walk to site, which equates to 50% of those living within TW20.

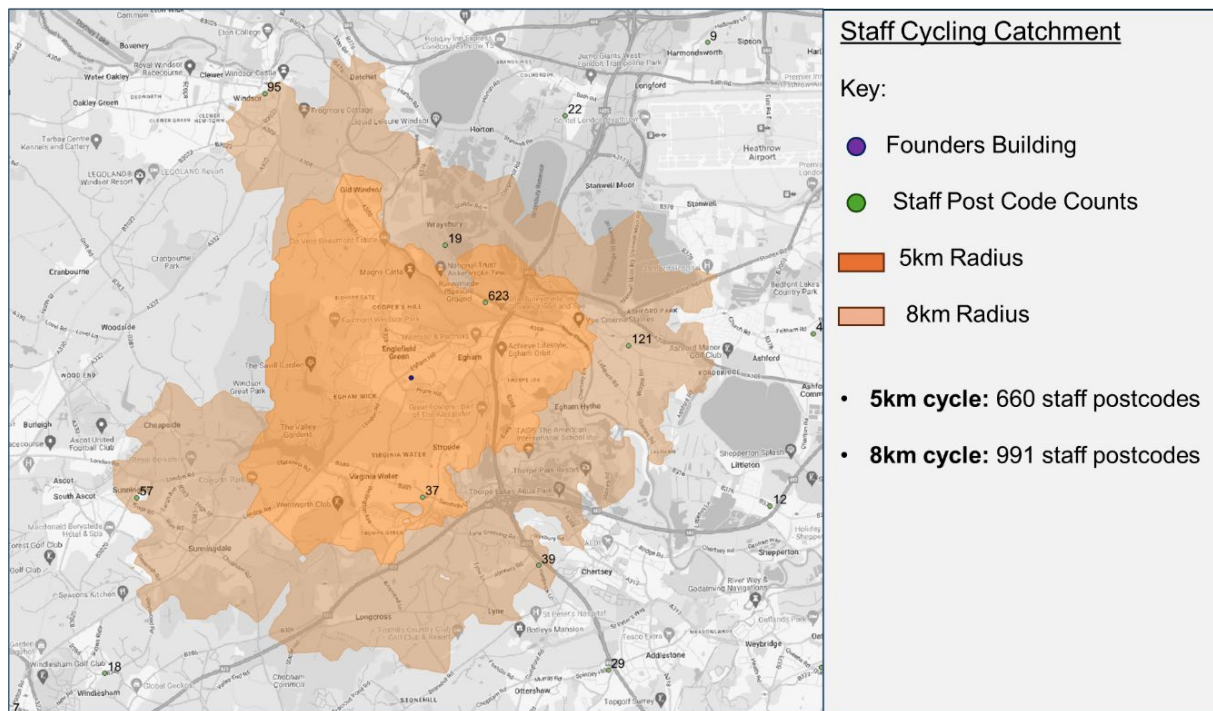
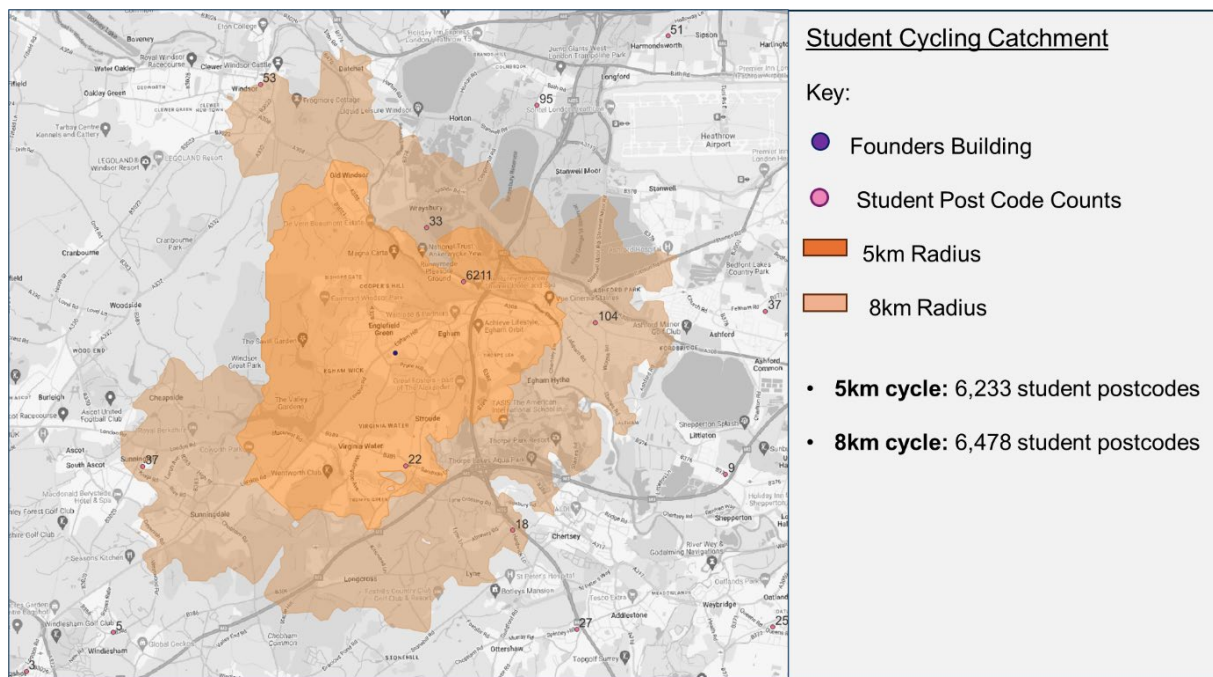
4.3 Cyclist Accessibility

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- 4.3.1 Shared footway/cycle facilities are present on both sides of the A30 in the immediate vicinity of the campus. The shared facility on the northern side of the A30 terminates to the east of Piggery Gate, with cyclists directed to transition to an on-carriageway unsegregated advisory cycle lane. Whilst the shared facility on the southern side of the A30 continues towards Egham town centre, the available width is substandard due to third party land constraints, with cyclists often unable to safely pass pedestrians.
- 4.3.2 **Figure 4.2** illustrates the local cycle network surrounding Egham Campus.

Figure 4.2 – Local Cycle Network

- 4.3.3 CIHT also provide guidance on commuting distances for cyclists and state that 5-8km is typically an acceptable distance that most able-bodied cyclists would be willing to travel per day.
- 4.3.4 **Figure 4.3** and **Figure 4.4** illustrate these cycling isochrones in the context of staff and student postcodes respectively. The isochrones indicate that 29% of staff and 51% of student postcodes are located within an 8.0km cycle of the site.

Figure 4.3 – Cycle Isochrone: Staff Home Postcode**Figure 4.4 – Cycle Isochrone: Student Home Postcodes**

4.4 Public Transport Accessibility

Bus Services

- 4.4.1 The main campus has excellent accessibility to bus travel with the Founders Building stops located on-site and the Royal Holloway stops located near the entrance to the Founders Building on the A30. Further bus stops are also present on the A30 close to Piggery Gate and are known as Chestnut Drive.
- 4.4.2 The Royal Holloway and on-site bus stops benefit from shelter and seating but have been observed to be overcrowded during peak periods. The Chestnut Drive bus stops only benefit from a shelter with no seating available. No bus stops benefit from digital real time information boards.
- 4.4.3 The RHU bus services operated by Diamond Buses that serves the on-site bus stops by the Founders Building are summarised in **Table 4.1**. The RHU service operates a £1.00 flat fare to and from Egham Station and is free on all other sections of the route.

Table 4.1 – RHU Bus Service Timetable

Direction	Frequency	First Service	Last Service
Egham Station - Hox Park via RHU	Every 40 minutes until 20:18 then every hour	07:00	00:18
Hox Park - Egham Station via RHU	Every 40 minutes until 20:52 then every hour	07:22	00:52

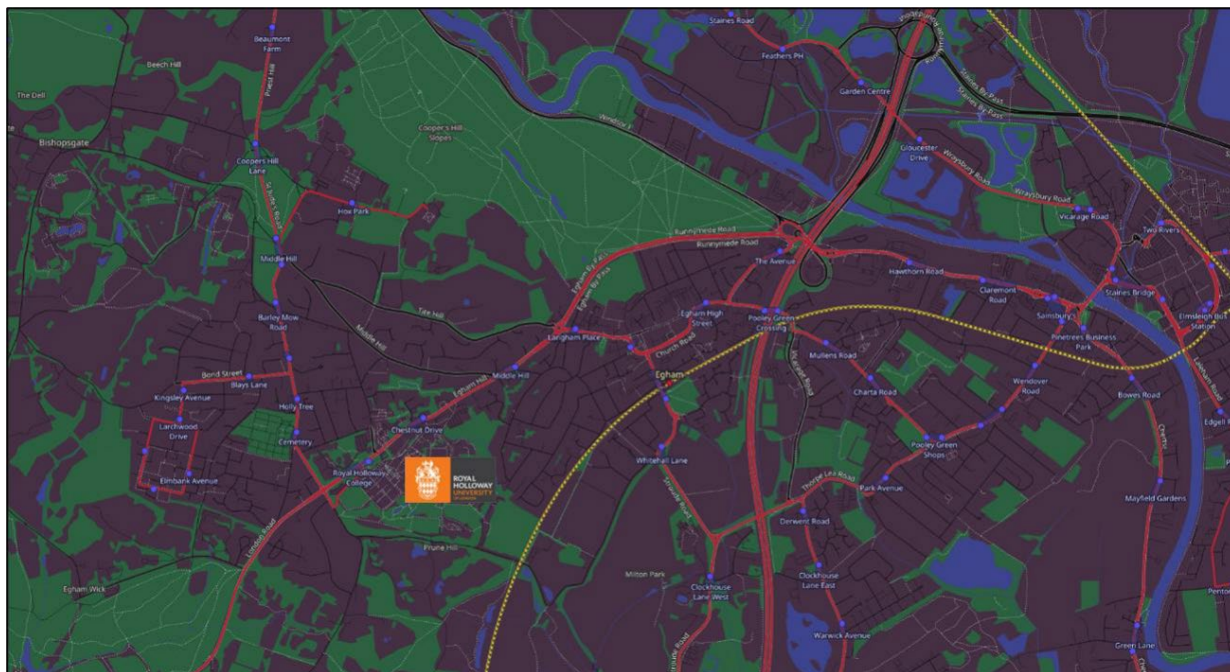
- 4.4.4 **Table 4.2** summarises other bus services available from the stops on Egham Hill.
- 4.4.5 Cash, contactless or tickets bought on the White Bus app are all acceptable on these services. There is a 33% student discount on services in Surrey and a special £1 fare from Royal Holloway either to Egham or Englefield Green. A valid student ID card must be shown. Period tickets including weekly and four-weekly passes are available for any students living slightly further afield.

Table 4.2 – Public Bus Services (Egham Hill Bus Stops)

Bus	Route	Weekday Peak Frequency		Weekend Peak Frequency	
		AM	PM	Sat	Sun
8	Slough Town Centre, Slough Bus Station - Windsor Town Centre - Windsor - Knights Place - Old Windsor - Englefield Green, Royal Holloway College - Egham - Staines, Elmsleigh Bus Station - Heathrow Terminal 5	2 per hour	2 per hour	2 per hour	1 per hour
441	Heathrow Central Bus Station - Harmondsworth - Heathrow Terminal 5 - Stanwell Moor – Stanwell - Ashford, - Staines, Elmsleigh Bus Station - Egham Hythe - Englefield Green	2 per hour	2 per hour	2 per hour	2 per hour
500	Frimley - Camberley - Bagshot - Lightwater - Windlesham - Sunningdale, Sunningdale Railway Station - Virginia Water - Egham, Arndale Way - Staines, Elmsleigh Bus Station	Every 2 hours		N/A	

- 4.4.6 **Figure 4.5** illustrates the current bus network in the local area and highlights the bus stop locations discussed in this section.

Figure 4.5 – Local Bus Network



Egham Station (Rail)

- 4.4.7 Egham Rail Station is located approximately 1.3km to the east of Egham Campus (25 min walk) and is operated by South Western Railway. The station is located on the Waterloo to Reading line, between Virginia Water and Staines. Egham Station also provides rail services to and from Weybridge via Virginia Water.
- 4.4.8 No in person staff help is available at the station but it does benefit from CCTV, toilets, ATM, Wi-Fi, live service announcements and induction loops at designated listening areas.
- 4.4.9 Egham Station is classified as a step-free category B station, with level access to Platform 1 (London bound) and step-free access to Platform 2 (Reading bound) via a separate entrance and short ramp with an approximate gradient of 1:20.
- 4.4.10 Egham Railway Station is easily accessible from the campus by bus via routes 8, 441 and 500. In addition, 76 sheltered cycle parking spaces are provided at the station making the multi-modal rail/cycle travel to and from the campus an attractive option.
- 4.4.11 **Table 4.3** summarises the key rail routes during the AM and PM peak commuting hours.

Table 4.3 – Local Rail Services

Destination	Weekday Peak Frequency		Weekend Peak Frequency	
	AM	PM	Sat	Sun
London Waterloo	4 per hour	4 per hour	3 per hour	3 per hour
Weybridge	2 per hour	2 per hour	2 per hour	1 per hour

Accessibility Audit

4.4.12 Up to 60-minutes (door-to-door) is typically considered an acceptable journey time for commuting by public transport. Specialist accessibility software has been used to generate a 60-minute public transport isochrone from the Founders Building. The public transport isochrone combines multi-modal services (bus and rail) and applies a 5-minute penalty where changes between services/modes are required.

4.4.13 **Figure 4.6** and **Figure 4.7** overleaf detail the staff and student public transport catchments respectively. The isochrones indicate that 38% of staff postcodes and 56% of student postcodes are located within a 60-minute door-to-door public transport commute of the site.

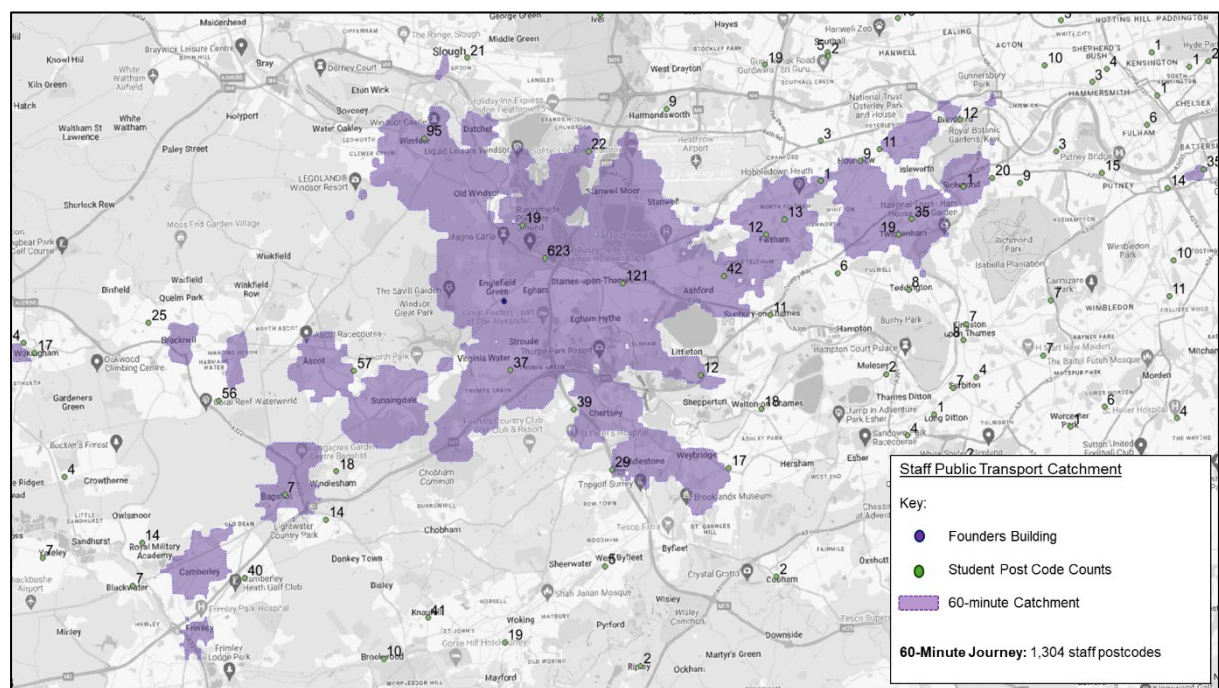
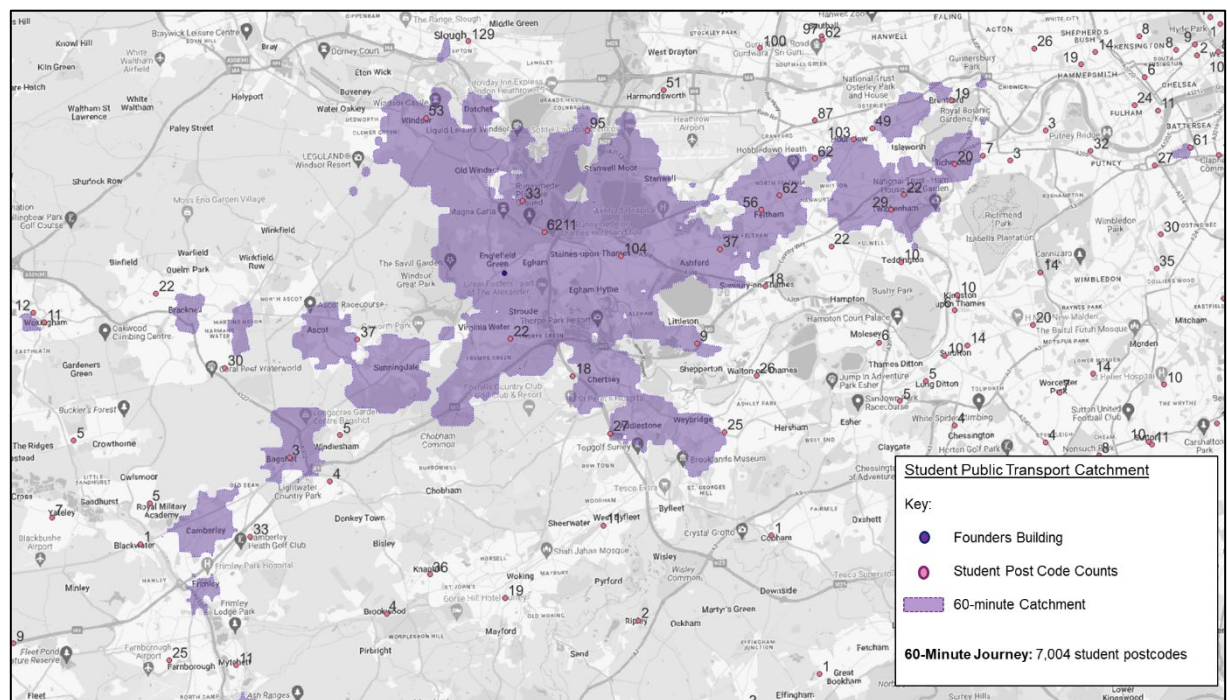
Figure 4.6 – Public Transport Isochrone: Staff Home Postcodes

Figure 4.7 – Public Transport Isochrone: Student Home Postcodes

4.5 Summary

4.5.1 RHUL is generally well served by sustainable transport, with the following conclusions reached within this section:

- Walking to campus is a feasible option for the majority of students with 6,211 (49%) of students and 309 (9%) of staff living within a 2.0km walk. Both Egham station and Hox Park are considered to be within an acceptable walking distance of the campus.
- Cycling could be a viable travel option for staff and students with 29% and 51% respectively living within an 8km cycle. It is acknowledged that cycling is not a feasible commuting option for all people due to personal circumstances and the sub-standard infrastructure in the local area.
- The campus is generally well served by public transport, with Egham Station accessible on foot or bus. 38% of the staff population live within a 60-minute journey time of the campus and 56% of the student population.

4.5.2 Section 5 and 6 of this TP include feedback received from staff and students on their perceptions on sustainable travel.

4.5.3 **Table 4.4** provides a summary of the accessibility catchments for each mode discussed within this section.

Table 4.4 – Potential for Sustainable Travel

Mode	Walking	Cycle	Public Transport
Staff	309 (9%)	991 (29%)	1,304 (38%)
Student	6,211 (49%)	6,478 (51%)	7,004 (56%)

- 4.5.4 It should be noted that the above total figures do result in double counting i.e. those who live close enough to walk to campus are also close enough to cycle and therefore included within the total cycling figure.

5.0 Travel Survey Results

5.1 Introduction

- 5.1.1 In October 2024, RHUL shared travel questionnaires with staff and students based at Egham Campus. The purpose of the surveys was to understand current travel behaviours, aptitude for change and barriers to adopting more sustainable forms of transport.
- 5.1.2 Separate questionnaires were produced for students and staff. The questionnaires predominantly asked the same questions, although questions related to business travel were also included within the staff survey.
- 5.1.3 A total of 134 staff and 75 students responded to the questionnaires. The results of these questionnaires have been used to inform the baseline transport mode shares discussed later in this TP.
- 5.1.4 A summary of the questionnaire results is provided within this section. Both questionnaires are included at **Appendix A** for reference.

5.2 Mode of Travel

- 5.2.1 Both staff and students were asked to confirm their primary mode of travel currently used to commute to and from campus. It should be noted that 75% of student responses indicated that they live off-campus. The responses to this question are summarised in **Table 5.1**.

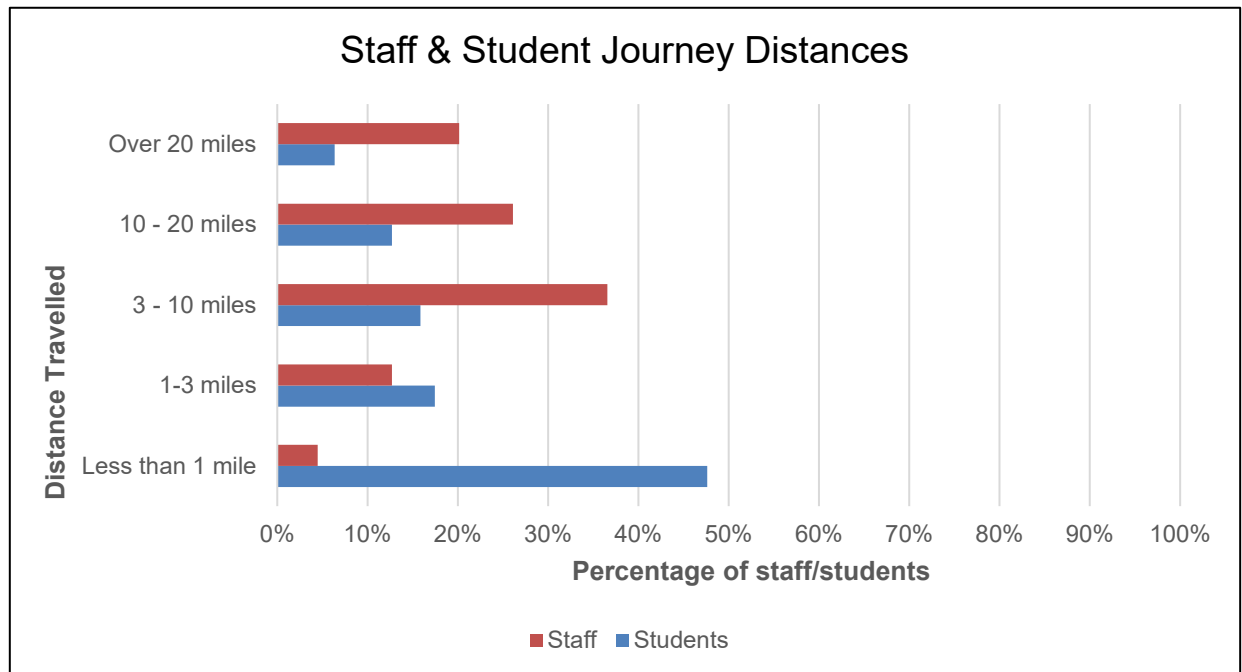
Table 5.1 – Primary Mode of Travel (Commuting)

Mode	Students	Staff
Walk	51%	9%
Cycle	3%	1%
Bus	11%	2%
Rail	21%	13%
Car Share	3%	4%
Car (Single Occupancy)	11%	71%

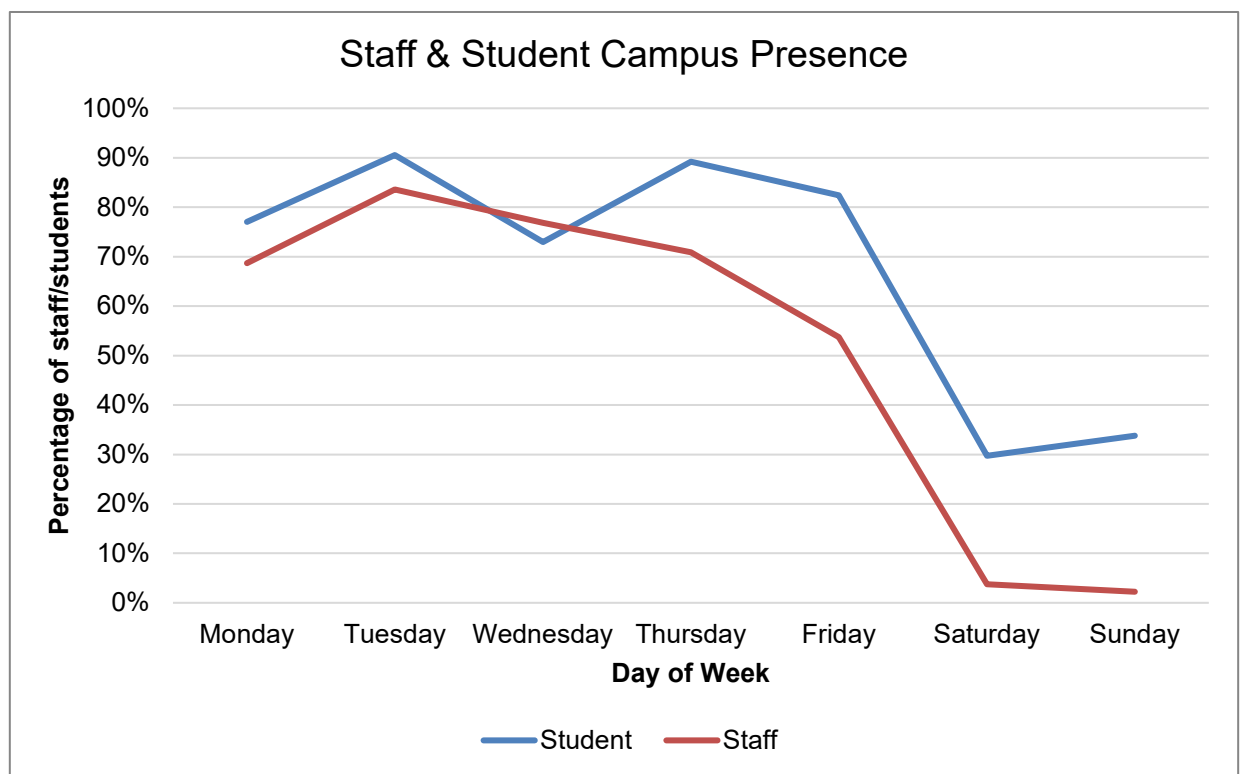
- 5.2.2 A subsequent question was asked that queried how staff/students would commute should their primary mode of transport be unavailable. For staff who commute by car as their primary mode of travel, 14% went on to state that there is no viable alternative for them to travel to campus should their car be unavailable. This was also the case for students, with 14% stating there was no alternate mode to driving, with 28% needing to car share.

5.3 Commuting Behaviour

- 5.3.1 Staff and students were asked how often they commute to campus, how long their journey is (in miles) and how much time they typically spend on campus. They were also asked what factor(s) influence their travel choices. The responses to these questions are summarised within the following figures.

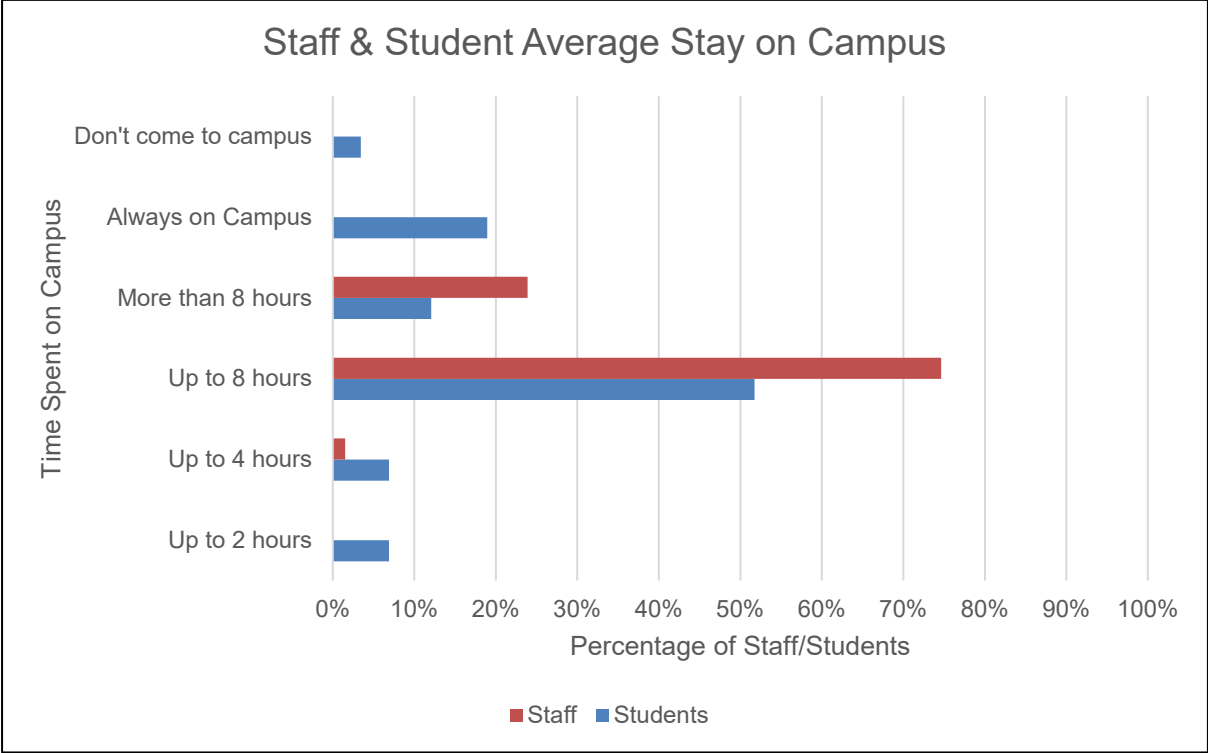
Figure 5.1 – Staff & Student Journey Distances

5.3.2 Further interrogation identified that for staff who drive to campus, 8% live within 1-3 miles and 43% within 3-10 miles. Interestingly, a response from a student indicated that they live less than 1-mile from campus but still drive.

Figure 5.2 – Staff & Student Campus Presence

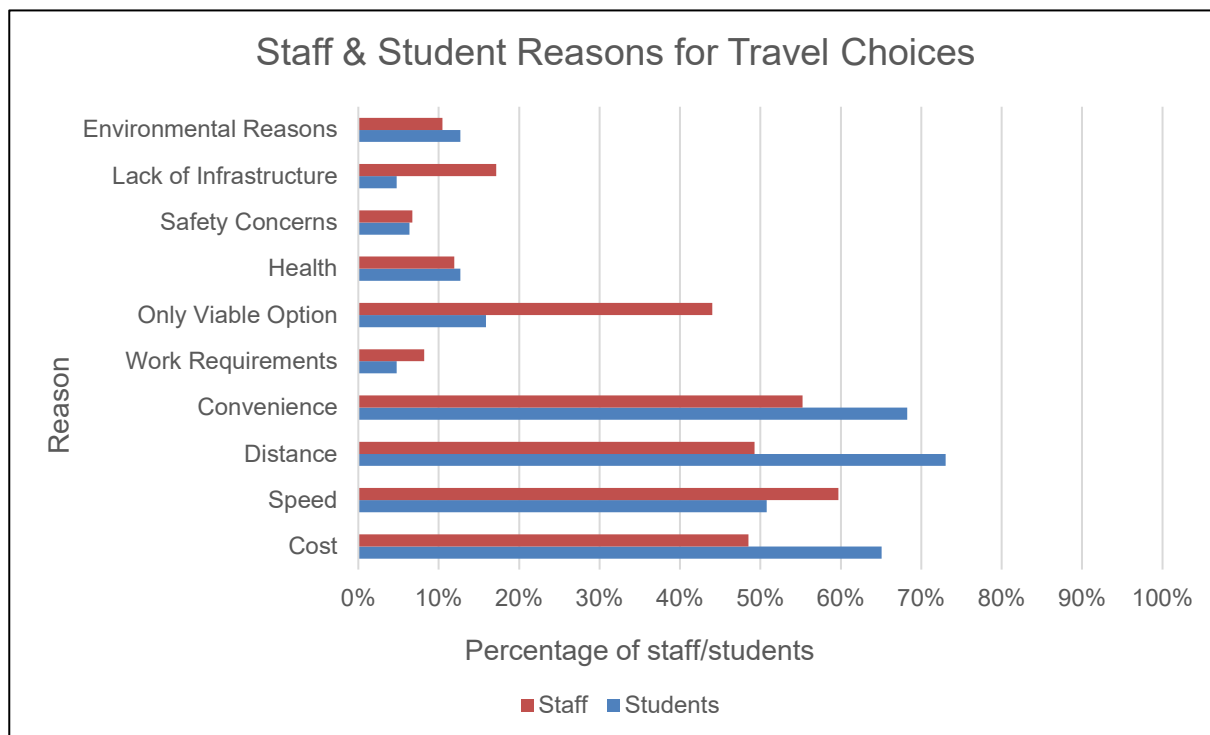
5.3.3 **Figure 5.2** displays which days staff and students typically come to campus in a standard week. The combined busiest day is Tuesday. The quietest weekday is Wednesday for students and Friday for staff. Students are far more likely to be on campus at the weekend compared to staff.

Figure 5.3 – Staff & Student Average Stay on Campus



5.3.4 **Figure 5.3** suggests that the majority of both staff and students spend up to or more than eight hours on campus. No staff are recorded as attending campus for less than two hours and very few for less than four hours.

Figure 5.4 – Staff & Student Reasons for Travel Choices



5.3.5 **Figure 5.4** shows cost of travel, distance and convenience are more important to students, whereas speed of travel, viability of transport options and lack of infrastructure are bigger factors for staff. This is in line with students living closer to campus and having shorter commuting distances compared to staff.

5.4 Cycle & Car Ownership

5.4.1 Staff and students were questioned on whether they own a personal car or bicycle, and whether the car/bike is electric. The responses to these questions are detailed in the below tables.

Table 5.2 – Staff & Student Bike Ownership

Mode	Electric Bike	Non-Electric Bike	No Bike
Staff	0%	43%	57%
Students	2%	19%	79%

Table 5.3 – Staff & Student Car Ownership

Mode	Electric Car	Non-Electric Car	No Car
Staff	7%	72%	20%
Students	0%	13%	87%

5.5 Aptitude for Change

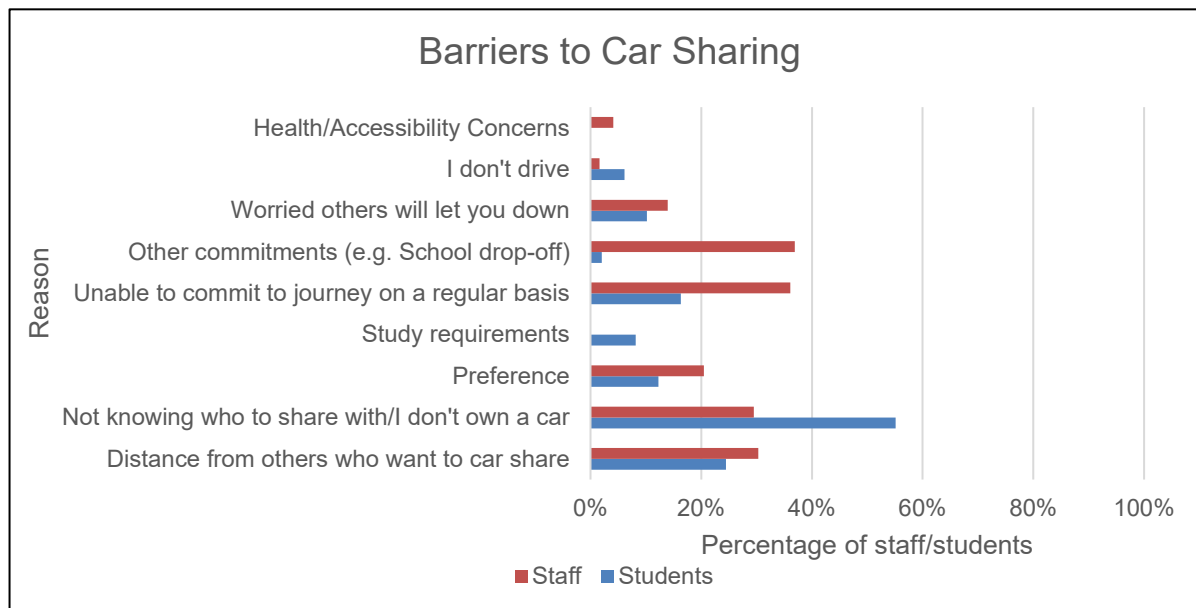
5.5.1 Students and staff were asked what barriers, based on pre-defined categories, typically deter them from commuting to and from campus via sustainable modes. Further questions were included relating to

what incentives would motivate staff and students to consider commuting via these modes in the future. Responses to these questions are summarised in the following figures.

Car Sharing

5.5.2 Staff and students who don't already car share were asked what stops them from considering car sharing as part of their usual journey to campus. The results are displayed in **Figure 5.5**.

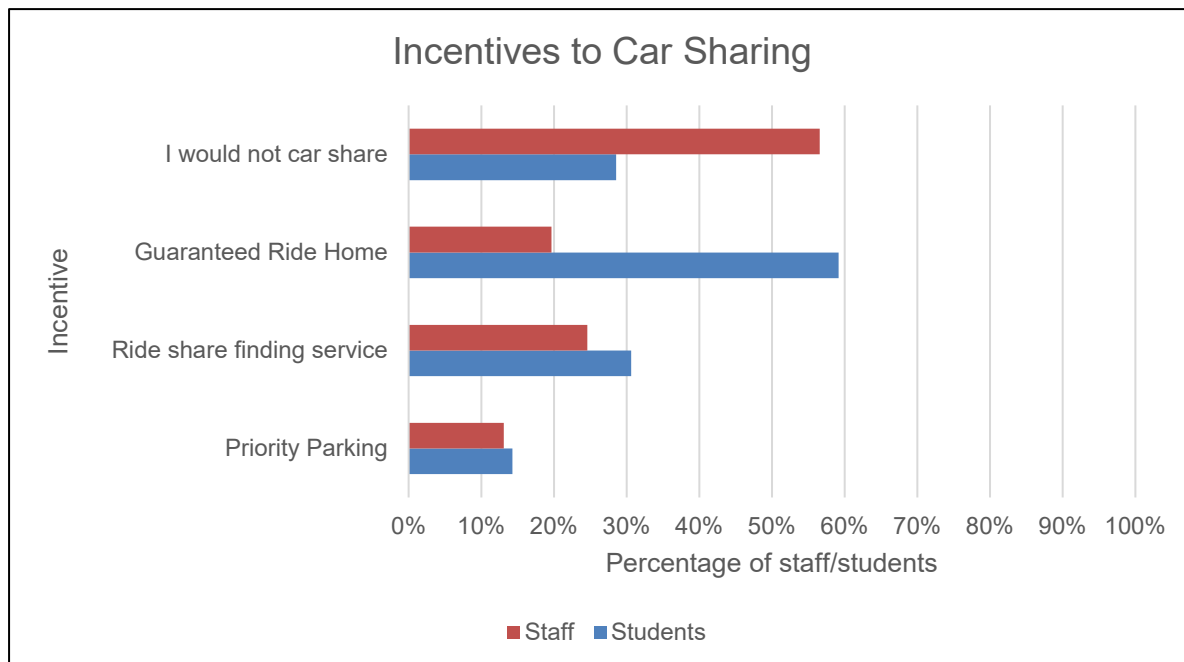
Figure 5.5 – Staff & Student Barriers to Car Sharing



5.5.3 **Figure 5.5** indicates that amongst students, not knowing who to car share with or not owning a car was the most popular response. For staff, not knowing/not owning a car, other commitments and being unable to commit to regular journeys car sharing were their most popular reasons.

5.5.4 A follow up question on what might encourage students / staff to car share as part of their journey to campus was included. The results are displayed in **Figure 5.6**.

Figure 5.6 – Staff & Student Incentives to Car Sharing

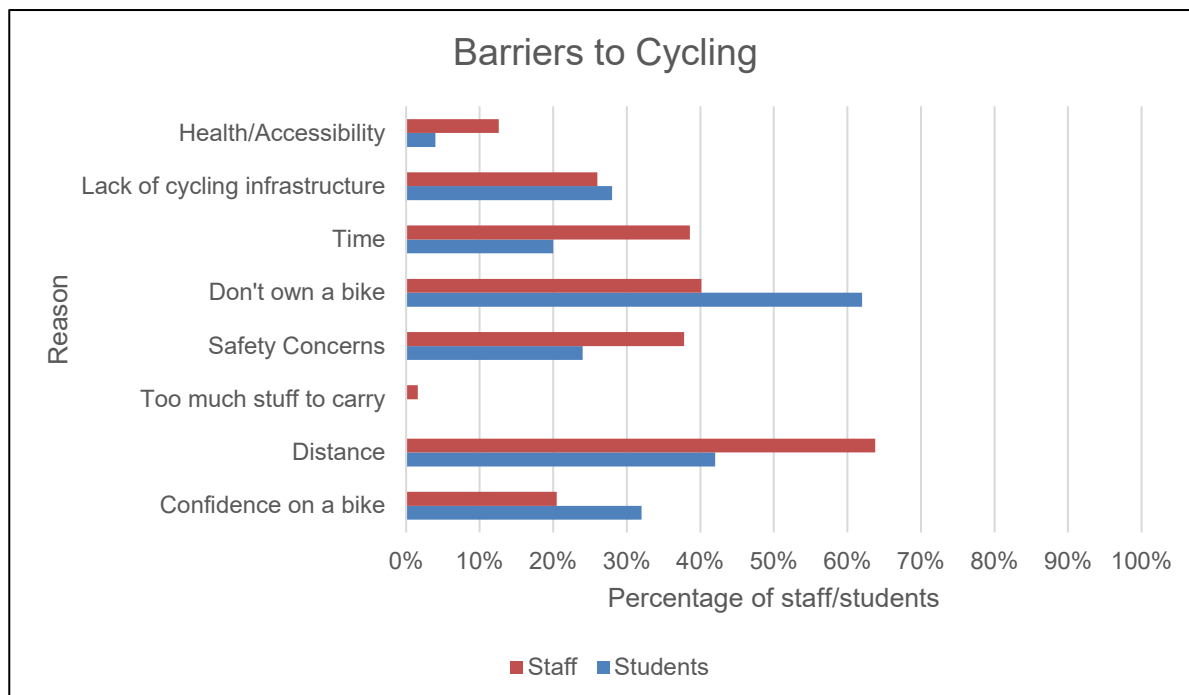


5.5.5 For students, a guaranteed ride home would be the largest incentive to consider car sharing as part of their journey. For staff, a ride sharing service would be most beneficial.

Cycling

5.5.6 Students and staff who don't already cycle were asked what stops them from considering cycling as part of their usual journey to campus. The results are displayed in **Figure 5.7**.

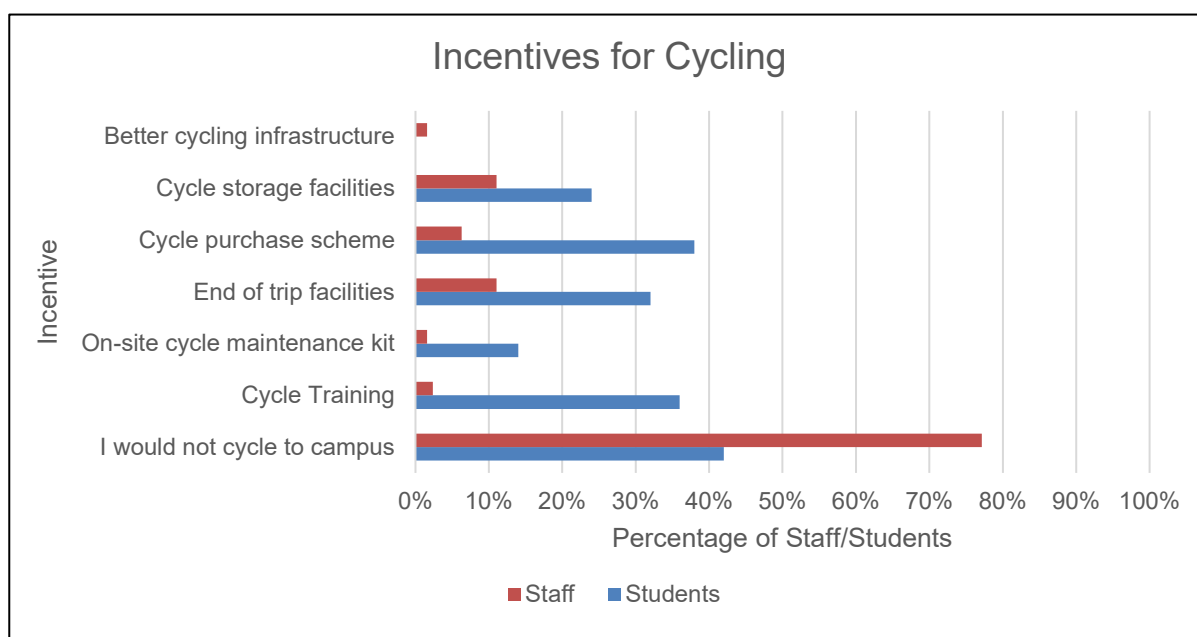
Figure 5.7 – Staff & Student Barriers to Cycling



5.5.7 Staff are most put off by cycling due to distance, which is in line with staff travelling further overall than students. For students, bike ownership was the biggest issue, as a large percentage do not own a bike of their own.

5.5.8 Students and staff were then asked on what could encourage them to cycle to campus. The results are presented in **Figure 5.8**.

Figure 5.8 – Staff & Student Incentives for Cycling

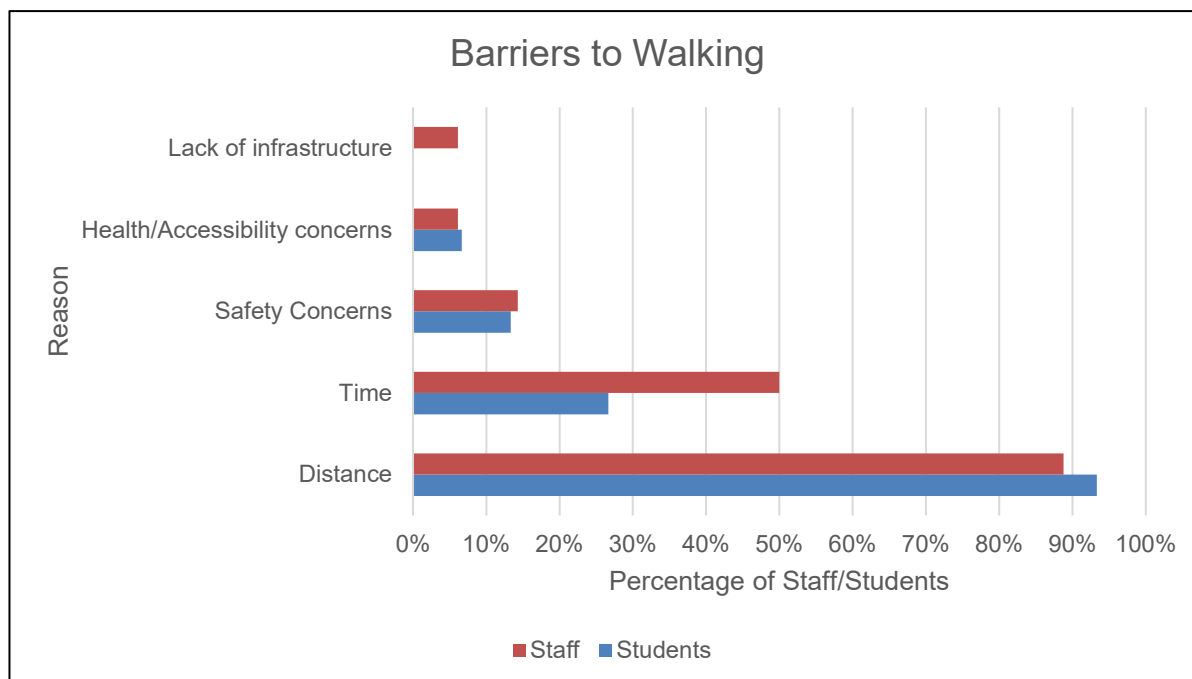


5.5.9 For staff, better end of trip facilities such as changing rooms, showers and lockers would increase their uptake in cycling, whereas for students, a financial benefit in cycle purchase and cycle training would increase their uptake in cycling.

Walking

5.5.10 Students and staff who don't already walk were asked what stops them from considering walking as part of their usual journey to campus. The results are displayed in **Figure 5.9**.

Figure 5.9 – Staff & Student Barriers to Walking

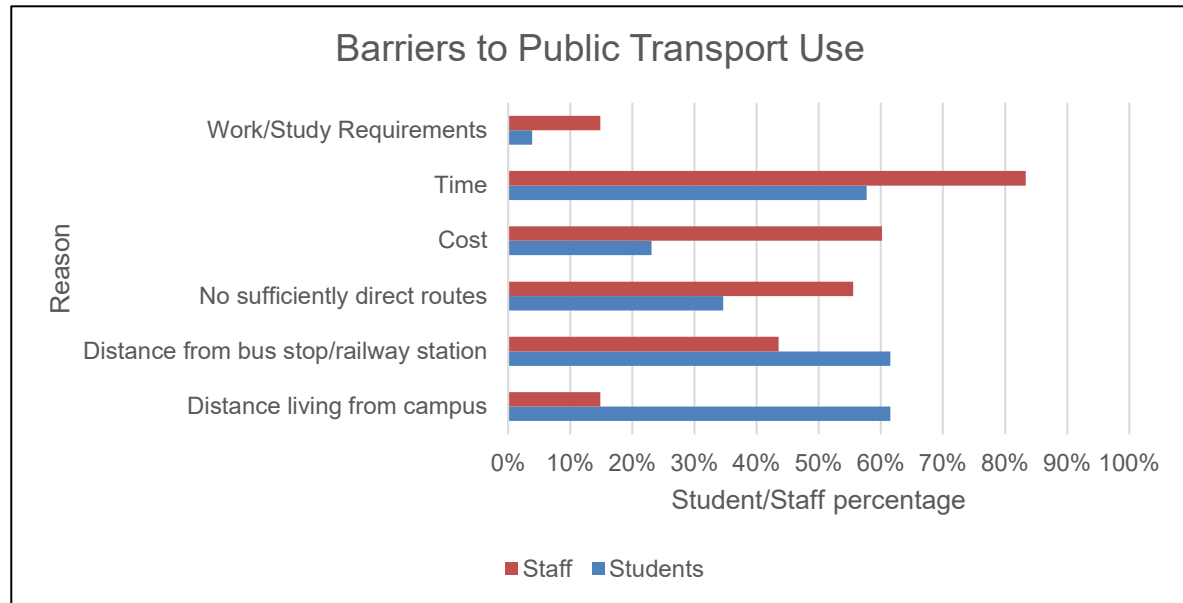


5.5.11 Distance is the biggest barrier to walking for students and staff. A large proportion of staff and students will live outside of the standard catchment zone of 2.0km that is considered a walkable distance for commuting purposes.

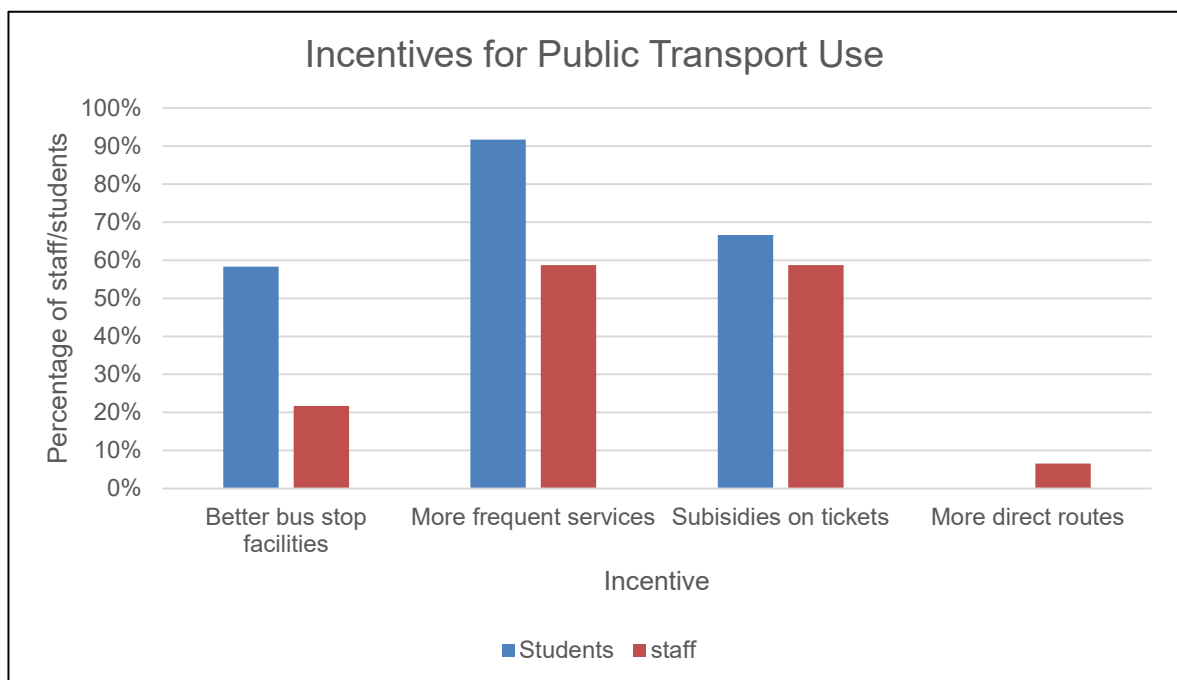
5.5.12 Students and staff were also asked what may incentivise them to walk to campus. A large portion of students already walk to campus as their primary mode of travel, and a high percentage of staff live too far to walk. However, frequent answers included safer routes, better lighting on footways and increased provision of lockers or changing facilities.

Public Transport

5.5.13 Students and staff who don't already use public transport were asked what stops them from considering using it as part of their usual journey to campus. The results are displayed in **Figure 5.10** overleaf.

Figure 5.10 – Staff & Student Barriers to Public Transport Use

5.5.14 For staff, time and cost of public transport are the biggest barriers to using it as their regular commuting mode. For students, distance from either campus or a bus/rail service is the biggest barrier.

Figure 5.11 – Staff & Student Barriers to Public Transport Use

5.5.15 Both students and staff feel that more frequent public transport services would increase their likelihood to use this mode of travel.

5.6 Commuting Students

- 5.6.1 The University's Student Union (SU) conducted travel surveys, separate from Curtins, focusing on commuting students who do not live locally to Egham. These surveys form part of the 2024/25 Commuter Student Policy Enquiry and examine how commuting students travel to campus. The results are presented in **Figure 5.12**.

Figure 5.12 — SU Commuter Student Policy Inquiry (2024/25) Mode Share

Mode	Students
Walk	2%
Cycle	<1%
Bus	6%
Rail	51%
Car	33%
Transport with friends/family	2%
Other	6%

- 5.6.2 The results of the SU surveys are complimentary to the results obtained through Curtin's surveys. 64% of respondents to Curtins surveys lived within three miles of the campus, hence the higher modal split of active travel and lower car usage. However, when isolating the results for students travelling three or more miles to campus, Curtins found similar percentages for rail, car and bus travel as the SU surveys.
- 5.6.3 The average travel time for commuting students was found to be between one to two hours (43%), followed by 30 minutes to one hour (31%).
- 5.6.4 The SU surveys revealed that 58% of respondents selected their mode of travel out of necessity rather than preference, indicating limited transport options for students living further from campus. This aligns with Curtins' survey findings, which highlight key barriers to sustainable travel, such as the distance from campus making walking and cycling less feasible, as well proximity students live to public transport hubs, such as railway stations.

6.0 Focus Group Sessions

6.1 Introduction

- 6.1.1 Curtins visited RHUL in October 2024 to partake in four focus group sessions, including two with staff and two with students. The sessions were used to understand site users current travel behaviours and as an opportunity to listen to current deterrents to sustainable travel and potential measures which may support future behaviour changes.

6.2 Active Travel

- 6.2.1 The following key themes were raised during the sessions regarding barriers to commuting to and from campus by active travel:

- A large proportion of staff generally live too far from campus for active travel to be a feasible option.
- Local topography makes accessing the campus via active travel difficult for some users by virtue of being located on Egham Hill.
- Rear pedestrian entrances from the east poorly lit and routes through St Jude's referred to by students as 'stabby alley'. Some people do not feel safe walking these routes after dark.
- Lack of quality cycling infrastructure on the public road network, especially between the campus and Egham Station makes this mode choice undesirable and dangerous.
- Bike thefts on campus, with 'little faith' in the security credentials of existing cycle parking on campus. One student had their cycle stolen within the last week and a member of staff stated they store their cycle in their office for peace of mind.
- Cycle parking not always located in convenient locations and can be difficult to locate. No one was aware of the online interactive cycle parking map and some students stated they did not know how to access the internal cycle stores.
- Generally, people were unaware of existing end of trip facilities available at the sports and boiler house complexes.
- The sports complex end of trip facilities not considered to be in a convenient location for commuters. Not all staff feel comfortable changing alongside students.
- Cycle to Work scheme currently capped at £1,000, which doesn't go as far as it used to for quality cycling equipment, especially for those considering e-bikes.

- Assumption that everyone knows how to ride a bike when in reality not everyone has the ability.
- Lack of cycle maintenance knowledge deters some users from owning a cycle.
- Unaware of alternate quiet/back routes that could be used by cyclists between the likes of Egham Station and Hox Park.

Measures to Encourage Active Travel

6.2.2 The following measures and incentives were considered to be the most effective to encourage an increased uptake in active travel:

- Introduction of a public e-bike / micromobility operator to improve connectivity between the campus, Egham Station and Hox Park, mitigating the need to own a cycle.
- Engagement with Surrey County Council (SCC) to improve off-site active infrastructure, particularly on the A30.
- Community engagement services provided on campus such as Dr. Bike (free maintenance workshops), security marking, insurance advice and cycle training/refresher courses.
- Increase Cycle to Work scheme allowance above the current £1,000.
- Improved wayfinding to cycle parking areas and end of trip facilities. Including physical signage and promotion/update of the interactive map. It should be clear who can park where and how internal stores can be accessed.
- Improved long-stay cycle parking opportunities, with a centralised secure cycle parking area for those staying on campus for a prolonged period.
- Improved end-of-trip facilities in terms of showers, changing facilities, storage lockers and drying areas.
- Promotion of alternate cycle routes to key destinations (Egham Station, Hox Park) that utilise quieter residential roads. Google Maps etc. often just show the quickest direct routes, but some users wouldn't mind adding to their journey time if the route is safer.

6.3 Public Transport

6.3.1 The following key themes were raised during the sessions regarding barriers to commuting to and from campus by public transport:

- Public transport considered expensive and unreliable and, in some cases, deemed to 'double journey times' compared to driving.

- Students highlighted that local bus services don't align with teaching timetables, either arriving too early or late for lectures.
- Lack of staff availability at Egham Station to assist onwards journey for those with mobility impairments.
- Lack of announcements result in visually impaired users having difficulty knowing which bus service has just arrived. Further complicated by services often arriving late.
- Poor multi-modal interaction between local bus timetables and trains arriving and departing from Egham Station.
- Local bus shelters have limited seating and shelter, especially during busy periods.
- Lack of knowledge of available travel discounts. An international student they were only made aware of local discounts through friends not via information shared by the University.

Measures to Encourage Public Transport Use

6.3.2 The following measures and incentives were considered to be the most effective to encourage an increased uptake in public transport usage:

- Improved bus stop facilities including modern shelters with increased cover and seating appropriate for their level of usage.
- The introduction of real time information boards at bus stops and common areas (libraries, Students Union etc.).
- Consider introducing announcements at bus stops for those with visual impairments.
- Promotion of all travel discounts on offer to both students and staff promoted through multiple media streams (online, welcome packs, posters, newsletters).
- Engagement with local public transport operators to better integrate bus, rail and academic timetables.
- Introduction of additional bus stops internally within the campus for the RHU bus to improve accessibility from key buildings.

6.4 Car Parking Management

6.4.1 Whilst the focus of this TP is to promote the use of sustainable transport, it is acknowledged that car usage is the primary mode of transport used to commute to and from the campus and will continue to be so in the future, especially with the RHUL's location and increased travel catchment. There are

opportunities to improve conditions for drivers through car sharing and reducing vehicle movements internally within the campus. The following key themes were raised by those currently commuting via car:

- Difficult to find a parking space if arriving after the morning peak. Results in students being late to lectures and increased vehicle movements throughout the campus trying to find a parking space. This is despite the car park survey showing space capacity at the site.
- Increase in illegal/informal parking outside of demarcated bays in popular car parks due to lack of wayfinding or knowledge of other underutilised car parks.
- Some students are believed to abuse permit system by, for example, using their parents' home address to be meet the catchment requirements to obtain a parking permit.
- Lack of current EV charging facilities available on-site. Important consideration if an increase in EV usage is expected in the future.
- Opportunities to car share are limited due to a lack of promotion of a user friendly RHUL specific car sharing database. Students in particular stated any car sharing platform should not be open to the wider public.
- Potential to introduce a charge to park within University car parks. Any such charge would need to be transparent and fair and would likely not be a 'flat' charge applied to all users.

Measures to Improve Car Parking Management

6.4.2 The following measures were considered to be the most effective in reducing the impact of car drivers arriving on-campus:

- Introduction and promotion of a managed car sharing database for all campus users.
- Improved wayfinding to all campus car parks. Consideration given to the introduction of a smart Variable Message Signage (VMS) system that states current parking availability across car parks to reduce unnecessary vehicle movements throughout the campus.
- Increased number of EV chargers available on-site and the management of their use.
- Staff salary sacrifice scheme or similar to assist in purchasing EV vehicles.
- Develop a strategy for operational vehicles used by the University to switch to EV.
- Potentially introducing a fair, transparent charge for car parking, with all proceeds allocated to a 'sustainability levy' and reinvested to improve transport infrastructure.

- Continue to work with the local planning and highway authority to introduce a Controlled Parking Zone (CPZ) on the surrounding residential streets to prevent University users parking on-street. This would be particularly important should a parking charge be introduced.

7.0 Travel Plan Measures

7.1 Introduction

- 7.1.1 This section of the TP sets out measures and initiatives that could be implemented to encourage to reduce RHUL's Scope 3 emissions. The measures and initiatives have focused on encouraging car sharing, public transport use and active travel and reference feedback received from the travel survey results and focus group sessions.
- 7.1.2 The measures set out within this section seek to ensure travel is inclusive, equitable and accessible so that all users can contribute meaningfully to RHUL's sustainability efforts. RHUL fully supports exceptions to policies and guidance where adjustments are necessary to meet EDI or H&S requirements.

7.2 Existing Measures

- 7.2.1 Existing sustainable transport measures offered by RHUL include:
- Cycle to Work salary sacrifice scheme for equipment up to a value of £1,000. Information included [here](#).
 - Subsidised RHU bus service. Information included [here](#).
 - On-site cycle parking, end of trip facilities and EV charging facilities. Information included [here](#).
 - Campus travel information webpage located [here](#).
 - Adoption of a travel hierarchy within the University's Environmental Policy located [here](#).
 - Default business travel by rail to mainland Europe and Eurostar-serviced European destinations.

7.3 Future Travel Plan Measures

- 7.3.1 A number of sustainable transport measures have been identified to encourage an uptake in sustainable transport amongst students and staff, in turn reducing single occupancy vehicle trips and the overall Scope 3 Carbon emissions generated by the campus. These measures are summarised in **Table 7.1**.

Table 7.1 – Future Travel Plan Measures

Initiative Type	Actions to be Led by TPC	Anticipated Cost	Timescale
1. Online resources	1A. Improve Intranet/Internet information regarding sustainable transport for staff and students, update and promote the interactive cycle map, set up a webpage or social media group to aid students in selling and buying second hand cycles, and create and promote a Green Travel Webpage that is kept up to date with the latest information	Low	Short term (Year 1)
2. Active Travel	2A. Review cycle to work scheme benefit with a view to increasing purchase cap.	Low	Short term (Year 1)
	2B. Identify and deliver a location for a high quality central 'long-stay' cycle store with e-bike charging and bike repair facilities.	High	Long Term (Year 5)
	2C. Undertake a minimum of once-termly community engagement sessions (Dr. Bike etc.)	Low	Short term (Year 1)
	2D. Introduce wayfinding signage to cycle parking and end of trip facilities.	Medium	Medium term (Year 3)
	2E. Engage with the local planning / highway authority and micro-mobility operators to explore the introduction of a public hire e-bike scheme such as those operated by Lime and Forest in London.	Low	Medium term (Year 3)
	2F. Continue to engage with SCC with regards to the development of the Local Cycling and Walking Infrastructure Plan (LCWIP), a reduction of the speed limit on Egham Hill, and the improvement of local bus stops (including increased provision of shelter, seating and real time information).	Low	Long term / ongoing
3. Public Transport	3A. Promote / remind site users of the available public transport discounts provided by RHUL and others at the start of each term.	Low	Short term (Year 1)
4. International Travel	4A. Nominate a colleague in the Global Engagement Team to be the Environmental Lead and support them to, amongst other actions, join the Environmental Sustainability Working Group (ESWG).	Low	Short term (Year 1)
	4B. All members of the Global Engagement Team to complete Carbon Literacy Training	Low	Short term (Year 1)
	4C. Strengthen the requirement for colleagues to travel by train to all mainland UK destinations and Eurostar-serviced European locations.	Low	Short term (Year 1)
	4D. Consider offering incentives to international students for choosing more climate-conscious modes of transport (bus, train, ferry) or optimising their flight emissions (economy class, non-stop flights etc).	Medium	Medium term (Year 3)

Initiative Type	Actions to be Led by TPC	Anticipated Cost	Timescale
5. Car Parking Management	5A. Setup a smart car sharing database such as those offered by LiftShare.	Medium	Short term (Year 1)
	5B. Double EV charging provision on campus from 8 to 16 bays to meet future demands.	High	Medium term (Year 3)
	5C. Consider the installation of VMS signage to make better use of underutilised car parking areas.	Medium	Medium term (Year 3)
	5D. Introduce an EV Salary Sacrifice scheme for staff.	Low	Short term (Year 1)
	5E. Review and strengthen the requirements for students to obtain a parking permit.	Low	Medium term (Year 3)
	5F. Adopt road names for main campus thoroughfares and use what three words on signage and maps.	Low	Medium term (Year 3)
6. Other	6A. Regularly include green travel information and guidance in the ongoing Environmental Sustainability Communications Plan.	Low	Long Term / Ongoing
	6B. Review the introduction of a fair and transparent sustainability levy for parking on campus.	Low	Long Term (Year 5)

8.0 Travel Plan Targets

8.1 Introduction

8.1.1 This section identifies targets that will help to guide the TP in meeting its objectives. As a direct result of the 'measures' to be introduced, the overarching objective of the TP is to reduce RHUL's Scope 3 emissions.

8.1.2 The TP targets have been based on the **SMART** principles:

- **S**pecific (identify what is to be achieved)
- **M**easurable (over the target period)
- **A**chievable (linked to overall objectives and aims)
- **R**ealistic (must be achievable over time allocated)
- **T**imed (a defined action plan including dates for achievement)

8.1.3 These targets will be monitored using the techniques set out in Section 9.

8.2 Student Travel

8.2.1 The existing baseline has been established using the results of the October 2024 student travel questionnaires discussed in Section 5. The results of the future annual questionnaires would be used to inform progress against the targets set in **Table 8.1**.

Table 8.1 – Travel Plan Targets: Student Commute

User Group	Baseline	Year 1	Year 3	Year 5	Target
Single Occupancy Car	11%	10%	9%	8%	-3%
Sustainable Travel	89%	90%	91%	92%	+3%

8.3 Staff Travel

8.3.1 As with the student targets, the existing baseline has been established using the results of the October 2024 staff travel questionnaires discussed in Section 5. The results of the future annual questionnaires would be used to inform progress against the targets set in **Table 8.2**.

Table 8.2 – Travel Plan Targets: Staff Commute

User Group	Baseline	Year 1	Year 3	Year 5	Target
Single Occupancy Car	71%	70%	68%	66%	-5%
Sustainable Travel	29%	30%	32%	34%	+5%

8.4 Business Travel

- 8.4.1 Staff at RHUL are often required to travel long distances for work related purposes, within the UK and abroad.
- 8.4.2 RHUL's current policy prioritises rail travel for UK and mainland Europe where Eurostar travel permits.
- 8.4.3 Current business travel trends are presented in the **Table 8.4**, derived from staff surveys undertaken in October 2024, presented alongside a 5-year target aimed at increasing train use in favour of less sustainable modes of transport.

Table 8.3 – Travel Plan Targets: Business Travel

Mode	Baseline	Year 5	Target
Car (Alone)	13%	10%	-3%
Car (Shared)	7%	8%	+1%
Train	75%	77%	+2%
Operational van	3%	3%	-
Air Travel	2%	2%	-

- 8.4.4 In order to travel to some destinations air travel is often the only feasible option, with current RHUL policies promoting rail travel where possible. Reducing single occupancy car use for business travel has been targeted as the key in redistributing travel modes to more favourable sustainable modes.

8.5 EV Charging

- 8.5.1 Currently, the University has eight car parking spaces that facilitate EV charging. As EVs become increasingly popular, it is important that the University can accommodate this type of vehicle to encourage the uptake of EV use amongst staff.
- 8.5.2 It is suggested that over the next five-year period, the University doubles it's EV charging provision to accommodate a total of 16 EV charging bays across Egham campus.

9.0 Monitoring & Review

9.1 Introduction

- 9.1.1 The TP is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the operation of the campus.
- 9.1.2 This section sets out the specific monitoring proposals associated with the site and the means by which they will assess progress towards targets.

9.2 Travel Plan Coordinator

- 9.2.1 The contact details of the Travel Plan Coordinator (TPC) are provided in **Section 1.4**. Should the TPC change, the TP will be updated accordingly. The TPC will have overall responsibility for the day-to-day management and implementation of the TP. They will be the first point of contact in relation to the TP and will take ownership of the TP.
- 9.2.2 The overall duties of the TPC include:
- Promotion of the TP's aims and objectives.
 - Implementation of the specific measures identified in the plan.
 - Identification and appraisal of further measures supporting the objectives.
 - Collation and dissemination of transport information to staff.
 - Co-ordination and liaison with local authority, adjacent organisations and public transport and micro-mobility operators.
 - Review of policies and procedures to understand and align the incentives that influence mode choice.
 - Monitoring transport issues and reporting to senior management as appropriate.
- 9.2.3 In addition to the above, the main monitoring process will involve annual travel surveys/questionnaires in line with those undertaken in October 2024 for consistency. Monitoring will be carried out for a period of at least 5 years from adoption of the TP.
- 9.2.4 To record and communicate the progression of the Travel Plan, the TPC will produce monitoring reports at Years 1, 3 and 5. These reports will include, but may not be limited to the following:
- Reporting of progress against the targets set once the travel survey is completed.
 - Provision of information relating to new initiatives introduced (if applicable).
 - Provision of information on proposed initiatives due for implementation (if applicable).
 - Details of relevant external transport-related news (e.g. new local bus services, new local cycle infrastructure) (if applicable).

9.3 Monitoring

- 9.3.1 It is proposed that TP monitoring reports be prepared at Years 1, 3 and 5 following formal adoption of the TP to track progress against targets. **Table 9.1** identifies means of monitoring different modes of travel. The exact monitoring will depend on the specific measures coming forward. Staff and student travel questionnaires/surveys are the primary way to assess progress against targets and should be undertaken annually.

Table 9.1 –Summary of Monitoring Methods

Category	Monitoring Method
All Modes	<ul style="list-style-type: none"> Annual staff and student travel questionnaires in line with those undertaken in October 2024 for consistency.
Active Travel	<ul style="list-style-type: none"> Demand for non-residential cycle parking facilities. Number of applications to cycle to work scheme. Uptake of community engagement services (Bike Dr, Security Marking etc.). Utilisation of hire schemes (should such a scheme be introduced). Demand for end of trip facilities at Boiler House and Sports Complexes.
Public Transport	<ul style="list-style-type: none"> Review of bus patronage based on route. Spot counts at bus stops and Egham Station. Review of RHU patronage based on smartcard and app transactions.
Car	<ul style="list-style-type: none"> Number of parking permits issued. Enrolment in car sharing database. Number of parking fines issued. Use of EV charging facilities. Feedback from local resident groups on residential parking abuse.
Other	<ul style="list-style-type: none"> Number of flight bookings, distance and emission type (domestic, short-haul, long-haul & international) and class (economy/business/first). Rail bookings, distance, emission by domestic/international (business travel). Percentage of staff working from home or working reduced hours.

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