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transport planning

Portsmouth Water Ltd

Land North of Solent Road, Havant

Staff Travel Plan

December 2023

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Portsmouth Water

Land North of Solent Road, Havant

Staff Travel Plan

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APPENDICES

APPENDIX A Site Layout Plan

1. Introduction

1.1 Document Purpose

1.1.1 This Staff Travel Plan (TP) has been prepared by mode transport planning (mode) on behalf of Portsmouth Water Ltd. It relates to the development of office space on Land North of Solent Road, Havant.

1.1.2 The development comprises the construction of 1,858m^2 (GIA) office accommodation to be occupied by Portsmouth Water (PW). The site will share access with Bosmere Medical Centre from Solent Road.

1.1.3 This TP is a live document, which will be reviewed and updated in accordance with the findings of subsequent annual monitoring surveys.

1.2 Document Stakeholders

1.2.1 Portsmouth Water is the developer of the site and will retain the responsibility of the TP. It will be the responsibility of PW to implement this TP and liaise with the Havant Borough Council (HBC) and / or Hampshire County Council (HCC) travel plan officers if and where necessary.

1.2.2 This TP has otherwise been prepared to suitably reflect relevant National and Local planning policy applicable to travel planning and the nature of the development. This includes Revised National Planning Policy Framework (July 2021), the National Planning Practice Guidance web-page, and relevant HBC and HCC policies and guidance.

1.2.3 PW are committed to ensuring that the contents of this Travel Plan are adhered to for the life of the report. Promoting sustainable practices to employees is something which PW is proud to promote and the measures included within this TP will further enhance PW's commitment to protecting the environment.

1.3 Document Structure

1.3.1 The remainder of this TP is structured as follows:

Section 2 – Development Details;

Section 3 – Baseline Audit;

Section 4 – Overarching Aim, Objectives and Benefits;

Section 5 – Travel Plan Strategy;

Section 6 – Monitoring Review;

Section 7 – Targets;

Section 8 – Measures and Initiatives; and

Section 9 – Action Plan.

2. Development Details

2.1 Site Layout

2.1.1 The development proposals comprise the construction of 1,858m² (GIA) office accommodation to be occupied by Portsmouth Water (PW). The proposed site layout is shown on Figure 2.1 and is also provided in Appendix A.

Figure 2.1 Proposed Site Layout

2.2 Access Arrangements

2.2.1 The development proposals will share an existing access for the adjacent Bosmere Medical Centre. It will however be upgraded to enable suitable pedestrian connectivity into the site.

2.2.2 The proposed upgrade of the access arrangement includes for retaining a footway on the western side of the bell-mouth onto Solent Road and continued connectivity into the Bosmere Medical Centre by way of an existing informal zebra crossing across the access road. These arrangements will provide a new footway on the eastern side of the access road into the proposed PW office at the northern end of the site.

2.3 Car and Cycle Parking Arrangements

2.3.1 A total of 100 car parking spaces will be provided for the PW office (including 6 disabled bays).

2.3.2 Cycle parking will be provided in-line with HBC's minimum cycle parking standards for the office units. On this basis, 12 long stay and 4 short stay cycle parking spaces will be provided for the site.

2.4 Operational Activities

2.4.1 The office will provide a new base for PW by relocating operations from their existing premises on Brockhampton Road, a short distance to the north west of the site. This will accommodate staff fulfilling office-based roles on behalf of PW.

2.5 Staff Numbers

2.5.1 Staff numbers will be confirmed to HBC by PW at least 3 months prior to occupation of the site.

3. Baseline Audit

3.1 Location

3.1.1 The site is situated in a primarily industrial / retail area, located opposite Solent Trade Park. Neighbouring the site is the Bosmere Medical Centre. The site is currently undeveloped.

3.1.2 The location of the site is shown on Figure 3.1.

Figure 3.1 Application Site Location

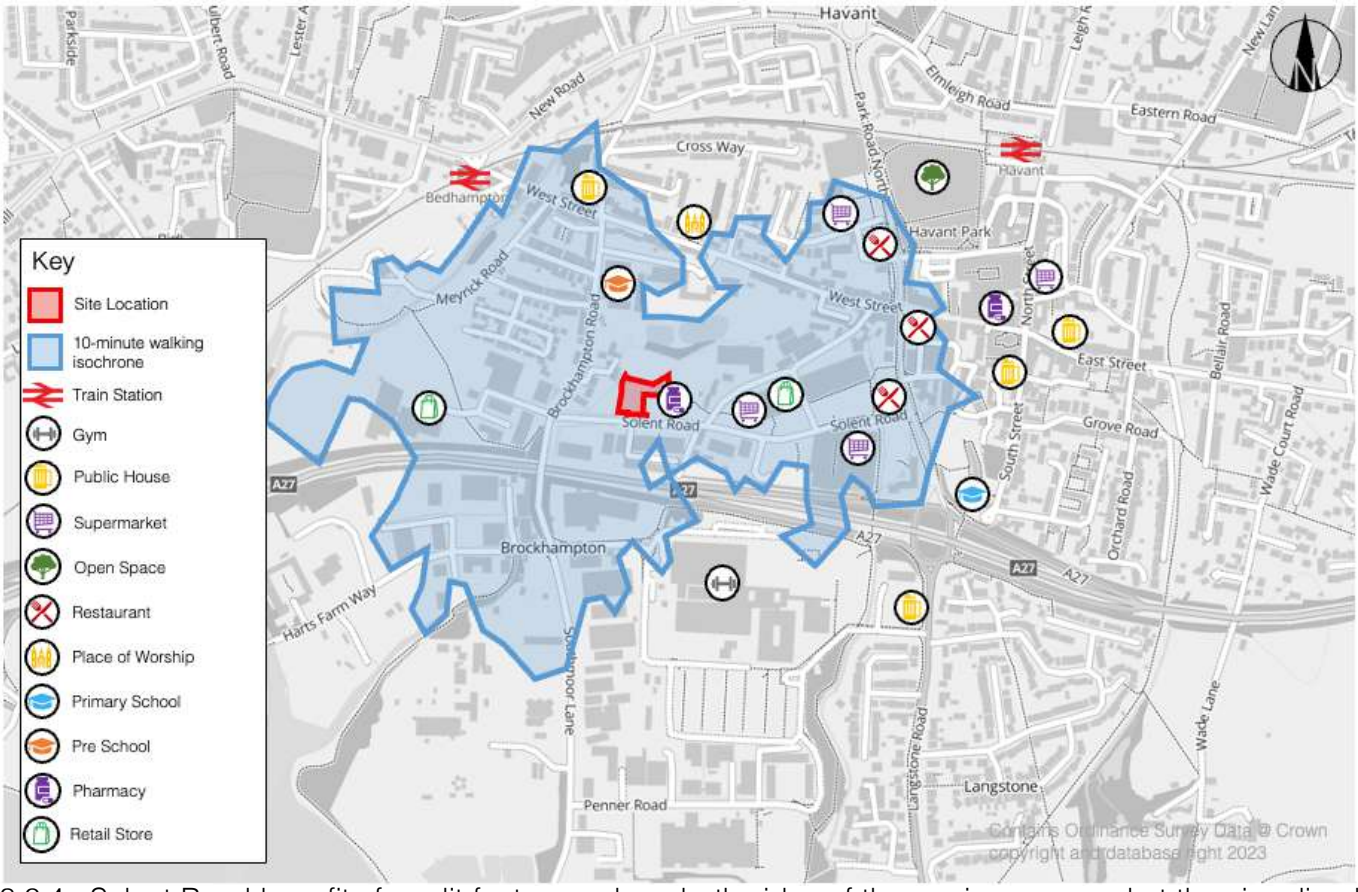
3.2 Pedestrian and Cycle Connections

3.2.1 The location of the site is such that there is a well-established network of pedestrian and cycle routes along key highway links providing good connectivity to nearby bus stops, Havant railway station and nearby residential areas such as Bedhampton, Warblington, Langstone and Leigh Park.

3.2.2 At the site access the existing footway along the western kerb line will be retained along with the existing informal zebra crossing, retaining safe pedestrian access to Bosmere Medical Centre and for future employees of the development. After the existing zebra crossing, the footway will continue along the eastern kerb line of the access road providing safe access to the office building. A gated pedestrian entrance will be provided allowing secure access to PW employees.

3.2.3 The amenities accessible within a 10-minute walking isochrone is provided on Figure 3.2.

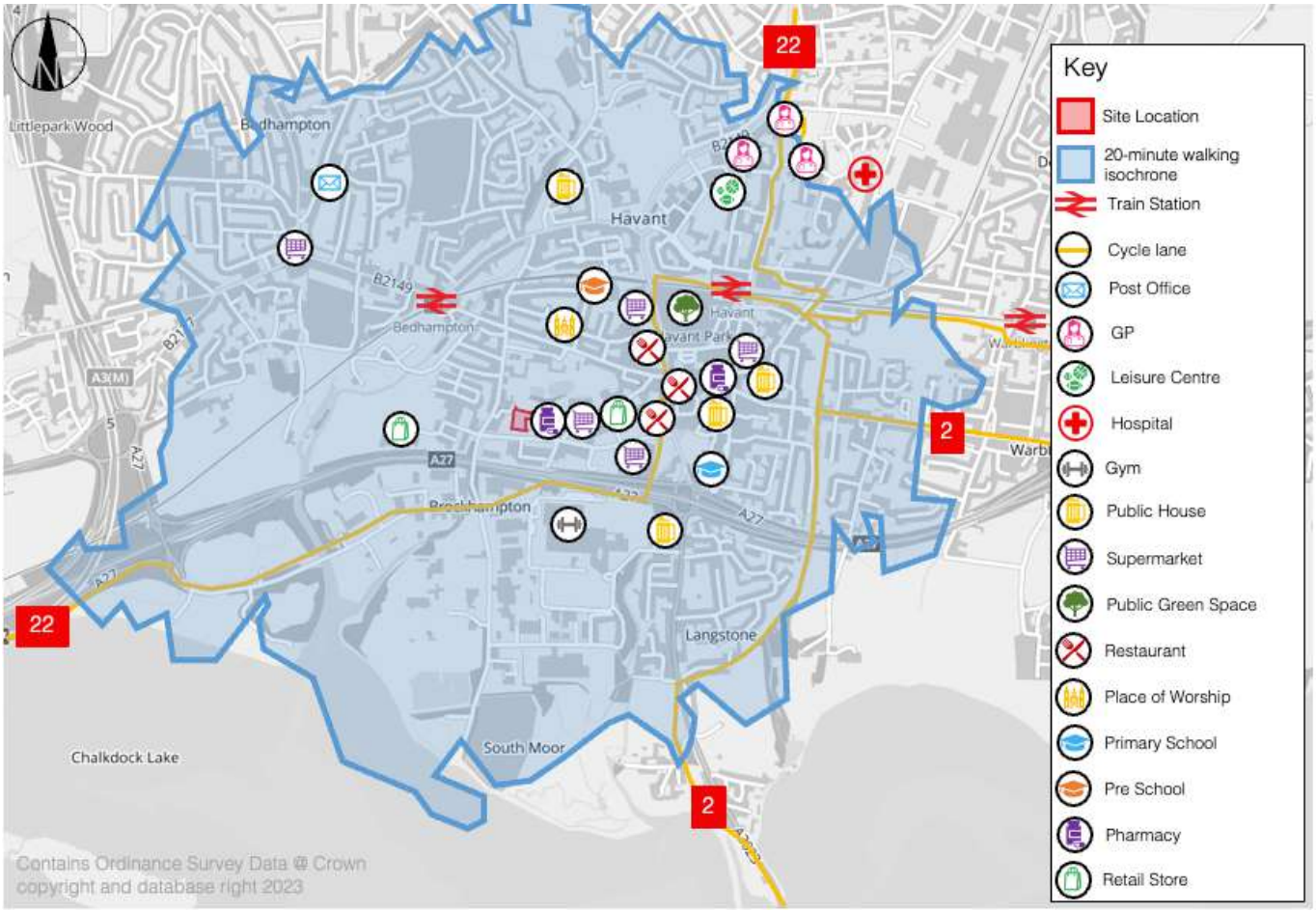
Figure 3.2 10-minutes Walking Isochrone



3.2.4 Solent Road benefits from lit footways along both sides of the carriageway and at the signalised junction with the Tesco access and at the signalised junction with Park Road South, pedestrians are afforded with signalised crossings, facilitating convenient movement between the site and nearby bus stops. Likewise, a combination of signalised and unsignalised formal crossing points are provided along the route to the station facilitating convenient movement for staff.

3.2.5 The local cycle connections in the vicinity of the site are demonstrated on Figure 3.3.

Figure 3.3 Local Cycle Connections and amenities within a 20-minute Cycle Isochrone



3.3 Public Transport Connections

3.3.1 The site is well served by frequent bus services with the nearest permanent bus stops located 500m east of the site on Park Road South. Bus stops are provided with shelter, seating and timetable information. The bus services available from these stops are summarised in Table 3.1.

Table 3.1 Local Bus Services

Route No.	Frequency (no. of buses per hour)			Route
	Monday – Friday	Saturday	Sunday	
30	2	2	1	Havant – Hayling Island circular
31	2	2	1	Havant – Hayling Island circular
700	2	2	2	Chichester – Havant – Hilsea – Portsmouth

3.3.2 In addition to the bus services available on Park Road South, request stops are also provided adjacent to the site access on Solent Road. These advertise the stopping of 'Xelabus' service 74 between Havant Bus Station, Havant Tesco Extra and the Bosmere Medical Centre. This is advertised to service these bus stops on Monday to Friday between 10:00 and 14:00, and at 15-minute intervals.

3.3.3 Bedhampton station is located 900m north-west of the site, accessible within a walk time of 11 minutes and a cycle time of 4 minutes. Typical journey times and frequencies to a selection of direct destinations are outlined in Table 3.2.

Table 3.2 Direct Rail Services from Bedhampton Station

Destination	Frequency	Journey Time	Destination	Frequency	Journey Time
Littlehampton	1 per hour	43 minutes	Chichester	1 per hour	23 minutes
Portsmouth Harbour	1 per hour	17 minutes	Haslemere	1 per hour	37 minutes
Portsmouth & Southsea	2 per hour	13 minutes	Petersfield	1 per hour	19 minutes

3.3.4 Havant station is located 1.0km to the north-east of the site, accessible in walk time of 13 minutes and cycle time of 4 minutes and offers access to additional services to alternative destinations. Typical journey times and frequencies to a selection of direct destinations are outlined in Table 3.3.

Table 3.3 Direct Rail Services from Havant Station

Destination	Frequency	Journey Time	Destination	Frequency	Journey Time
Fareham	3 per hour	17 minutes	Horsham	2 per hour	50 minutes
Southampton	3 per hour	40 minutes	Brighton	2 per hour	70 minutes

3.3.5 Overall, the location of the site provides a realistic choice in travel modes to cater for daily journey which would act to reduce employees' reliance on the private cars.

4. Overarching Aim, Objectives and Benefits

4.1 Overarching Aim

4.1.1 The overarching aim of this TP is to put in place the management tools deemed necessary to enable employees to make informed decisions about their travel to the site, which at the same time minimises the adverse impacts of travel on the environment. This is achieved by setting out a strategy for eliminating barriers that keep employees from making use of sustainable modes.

4.1.2 Improving the transport choices available to people, rather than focussing on providing for the private car, will lead to a more equitable and sustainable development that provides travel options for all site users, regardless of whether or not they own a car.

4.2 Objectives

4.2.1 The transport principles for the site reflect sustainable objectives which can be summarised under the following headings:

- PW working to promote sustainable and active travel to the site for all staff members working on the site;
- Promote sustainable transport choices for employees and visitors travelling to and from the site;
- Promote accessibility to the site by walking, cycling, public transport and car sharing;
- Increase the awareness of the environmental and social benefits of using alternative modes of transport; and
- For those that do drive, encouraging the use of electric vehicles through provision and ongoing monitoring of charging points.

4.2.2 It is intended that the objectives will be met by identifying and implementing initiatives that provide employees and visitors with a variety of travel choices and in doing so, reduce the need to travel by private car.

4.2.3 By meeting the objectives set out above, this TP will comply with National and Local planning policies. The objectives will also provide focus and direction to the overarching TP, leading to appropriate measures and targets being set.

4.3 Benefits

4.3.1 By meeting the objectives, the TP will bring about the following benefits:

Employee Benefits

- Health benefits associated with walking and cycling, including reduced levels of stress;

- The opportunity to save money by using alternative modes of travel to the car; and
- Improved quality and reliability of employee journeys to and from work.

Occupier Benefits

- An improved compliance within the planning context;
- A demonstration of any environmental credentials;
- An incentive to recruiting and retaining employees; and
- A healthier and more productive workforce.

Wider Community Benefits

- On-going reductions in vehicular generated traffic on the local highway network;
- Increasing patronage on existing public transport modes;
- Health benefits associated with walking and cycling; and
- A contribution towards overall reduction in travel emissions.

5. Travel Plan Strategy

5.1 Overview

5.1.1 A Travel Plan Coordinator (TPC) will be appointed by PW prior to the occupation of the site. The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of the TP on behalf of PW.

5.2 Travel Plan Co-ordinator

5.2.1 The TPC will be a part-time role (likely to be part of a day-to-day admin role of the business) whose responsibilities will include:

- Acting as a point of contact for all employees;
- Managing the development and implementation of the TP measures;
- Promoting the objectives and benefits of the TP; and
- Monitoring the success of the TP against the targets and measures outlined in this TP.

5.2.2 The contact details of the TPC will be provided to HCC as soon as they are known. This will include the number of hours which the TPC is likely to work on the Travel Plan each year, as well as their hourly rate. This will be dependent on the engagement with future staff of the site and how responsive they are to the various measures to be implemented.

5.3 Marketing

5.3.1 Employees will be made aware of the existence of the TP upon commencement of their employment (or as part of the relocation to the new premises). The following methods could be used as a means of disseminating information to employees as well as promoting events / campaigns / promotions:

- Employee noticeboards;
- Employee newsletters (where possible);
- Employee Travel Pack; and / or
- E-groups and forums.

6. Monitoring and Review

6.1 Monitoring Strategy

6.1.1 In order to determine the success of this TP in achieving the desired overarching aim, objectives and benefits, a defined, regular programme of monitoring have been outlined within the section. The objective of the monitoring process is to regularly assess employees' travel patterns to work, and identify when / if the plan, or elements of the plan strategy, are not working and may need to be changed.

6.1.2 The monitoring programme will begin with the initial baseline employee travel questionnaire survey and undertaken within 6 months occupation of the site in accordance with HCC guidance. The baseline surveys will seek to establish baseline travel patterns and travel habits (although as discussed in Section 7, an interim estimate of mode share is already available).

6.1.3 The modal split capture through the baseline questionnaires surveys will be used for monitoring purposes, whereby the results of future travel surveys will be compared with the results of the initial survey.

6.1.4 Following the baseline survey, travel questionnaire surveys will be repeated in Years 3 and 5, enabling a mode shift to be identified as well as offering the opportunity to gather new information about wider attitudes to travel.

6.1.5 Monitoring of the following will also be useful to judge whether the implementation or proportion of certain measures would benefit from modification. The following factors should be monitored as part of the programme:

- The utilisation and demand for cycle parking;
- Usage of the allocated car park spaces to be able to inform ongoing measures aimed at reducing car use, including utilisation of EV charging points; and
- Comments received from employees relating to the operation and implications of the TP.

6.1.6 Snapshot surveys will be conducted in years where full surveys are not carried out. A minimum response rate of 35% for surveys will be sought, with measures to encourage survey completion such as an entry in a prize draw to be explored to incentivise survey completion. Should the survey response rate fall significantly below 35%, an alternative method of survey will be explored (such as ATC's or TRICS surveys).

6.2 Reporting

6.2.1 An annual TP review will be undertaken for a period of 5 years following the occupation of the site, to provide an opportunity for the TPC to assess the progress of the TP. This will outline the results of the monitoring in the preceding period, measures that have been implemented and any suggested changes to targets and measures as a result of the survey data. This will be included within the back of the TP, which can be submitted to HBC and/or HCC if necessary.

7. Targets

7.1 Purpose of Target Setting

7.1.1 Targets are the measurable goals by which progress will be assessed. This TP sets out targets that all occupiers will seek to achieve within the TP monitoring periods. There is merit in all targets being SMART; that is Specific, Measurable, Achievable, Realistic and Time related.

7.2 Mode Share Targets

7.2.1 The baseline mode split figures for employees will be established from the results of the initial baseline employee travel questionnaire surveys. For the purpose of this TP, interim baseline mode shares have been adopted as per the following:

- For the office, a Travel Questionnaire of PW staff that had informed the Transport Assessment submitted with the planning application; and

7.2.2 The targets propose a 10% mode shift from single-occupancy car driver trips to sustainable modes from the baseline over a 5-year period for the office units. Indicative targets are shown in Tables 7.1.

Table 7.1 Mode Share Targets

Target	Indicator	Mode Shift		
		Baseline	Year 3	Year 5
Achieve a 10% decrease in single occupancy vehicle (SOV) trips.	Employee questionnaire surveys	As surveyed (81.3% interim)	-5%	-10%
Achieve an increase in use of public transport modes to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (5.4% interim)	+2%	+4%
Achieve an increase in walking to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (7.8% interim)	+1%	+2%
Achieve an increase in cycling to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (0.8% interim)	+1%	+2%
Achieve an increase in car sharing to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (3.1% interim)	+1%	+2%

Note: Interim mode share also includes for 1.5% by 'other' travel modes

7.2.3 It is recognised that it is not possible to set out accurate targets far into the future, even when based on actual mode share data. Given this, it should be acknowledged that the targets for the site may change over time as the results of ongoing monitoring become available, which may also account for increased home-working.

7.2.4 The monitoring process will provide a method by which the progress towards targets can be tracked. The monitoring programme will begin with the initial baseline employee travel questionnaire survey and undertaken within 6 months occupation of the site. Further surveys will be repeated in Years 3 and up to Year 5 to monitor progress towards the interim and final TP targets.

7.3 Remedial Measures

7.3.1 Should it become apparent that targets are not being met, the TPC will ensure corrective measures are put in place through a review meeting to determine what measures can be taken to further reduce travel-related impact and achieve greater up-take of the measures and initiatives included within the TP.

7.3.2 To achieve the required modal shift, remedial measures will be considered including identification and implementation of what measures can be taken to further reduce travel-related impacts and achieve a greater take up / reinforcement of measures included within the Travel Plan and additional Travel Plan measures to those already in place. Any remedial measures to be implemented would be discussed and agreed with PW, HBC and / or HCC.

8. Measures and Initiatives

8.1 Overview

8.1.1 This section of the TP outlines the specific physical and management measures to be implemented on-site and promoted by the. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of this TP.

8.2 Promoting Walking

8.2.1 The benefits of walking will be promoted to all employees, albeit recognising that walking is not always an attractive option – for example, staff travelling to or from work during the night-time (for early or late starts) or during the winter months when daylight hours are limited.

8.2.2 The following measures are proposed in order to promote walking to and from the site:

- The TPC will provide employees and visitors with information about available walking routes to the site;
- The TPC will raise awareness of the health benefits of walking; and
- The TPC will encourage participation in Walk to Work Week and / or other relevant events to encourage walking.

8.3 Promoting Cycling

8.3.1 The benefits of cycling as an alternative mode will be promoted to all employees, albeit recognising that cycling is only a realistic option for those living within a suitable cycle distance from the site. The merits of cycling to work can be actively promoted to those employees living within 5km of the site on this basis. It is further recognised that cycling is not always an attractive option – for example during winter months or in darkness.

8.3.2 The following measures are proposed to promote cycling:

- Secure cycle parking in line with HBC minimum cycle standards will be provided on site and uptake/utilisation will be monitored by the TPC;
- Employees will be made aware of free cycle training courses available from the local authorities;
- The TPC will raise awareness of the health benefits of cycling;
- All employees will be provided with any available cycle-orientated travel information, which may include maps of local cycle routes and information; and
- The TPC will encourage participation in national cycle events such as Bike Week or Cycle to Work Day.

- The provision of showers and changing facilities for workers;
- On-site security;
- The exploration of the demand for a bicycle users group (BUG);
- The introduction of a cycle-to-work scheme or loan scheme for cycles;
- The exploration of bike service stations or bike repair equipment to be provided to staff.

8.4 Promoting Public Transport

8.4.1 The publicity, marketing and promotion of the public transport services will inform employees as to the benefits of travelling by bus. Bus timetable information and locations of bus stops will also be provided in the publicity material. Journey Planner websites, smartphone applications (apps) and enquiry phone numbers will also be promoted through all relevant means.

8.4.2 The TPC will ensure that employees are aware of bus routes and train timetables for public transport services operating in the vicinity of the site. Bus and train timetables are free from all stations and could be displayed on noticeboards on site.

8.4.3 The TPC may liaise with local public transport service providers to provide improvements to services and negotiate discounts and trial initiatives which would benefit staff. This may include employee loads for public transport season tickets.

8.5 Car Sharing

8.5.1 Car sharing is an effective method of reducing congestion and car parking stress. It should therefore be encouraged where it is considered necessary for staff to drive (e.g. late night/early morning shifts). The TPC will provide promotional leaflets to employees advertising the local car-sharing initiative.

8.6 Taxis

8.6.1 To promote the use of taxis, local taxi operator numbers will be made available on site by the TPC for visitor/employees, who can arrange for taxi services to collect them immediately outside the building.

8.7 Car Parking

8.7.1 The TPC will be responsible for reviewing and managing parking allocated on site. The following measures will be undertaken to manage car parking:

- The TPC to implement a parking policy for the respective occupier, which is included in the interview and induction processes for new staff at the unit (and may consider home-postcodes of staff);

- The TPC will keep an up-to-date record of employee vehicle registration details (and engine type) and will count parking occupancy as part of the annual monitoring, including utilisation of EV charging points; and

- The TPC may be able to use the above focus attention on employees who drive, seeking to (appropriately) challenge travel behaviour with the objective of encouraging a shift to sustainable modes of travel.

8.8 Other Initiatives

8.8.1 Other initiatives to be promoted by PW could include advertising job opportunities locally, so as to encourage people living within walking and cycling distance of the site to apply for positions on-site. The creation of a dedicated website or social media account will be explored, to advertise the Travel Plan.

8.9 Delivery and Enforcement

8.9.1 The developer is committed to paying HCC's Travel Plan evaluation and monitoring fee's. Furthermore, a Travel Plan cash deposit equal in value to the cost of the action plan (including the TPC) plus a surety of 10% will be paid. The Travel Plan is to be secured via Section 106 agreement.

9. Action Plan

9.1.1 An 'Action Plan' is outlined in Table 9.1. This sets out the measures included within this TP that are directed at influencing travel patterns.

Table 9.1 Action Plan

Measure	Timescale	Responsibility	Cost Estimate
Appointment of the TPC	Prior to occupation of site	Occupier	£5,000
Provision of sustainable travel information	Upon occupation and updated as required	TPC	£500
General promotion of sustainable travel opportunities	Ongoing	TPC	£500
Provision of information related to walking and cycling routes in the area	Ongoing	TPC	£500
Provision of cycle parking facilities	During construction	Developer	N/A
Provision of EV charging points	During construction	Developer	N/A
Monitor usage of staff cycle parking and EV spaces	Ongoing	Occupier / TPC	N/A
Undertake Year 3 employee travel questionnaire surveys	Year 3 anniversary of baseline survey	Occupier / TPC	£1,000
Undertake Year 5 employee travel questionnaire surveys	Year 5 anniversary of baseline survey	Occupier / TPC	£1,000

Update Travel Plan with survey and monitoring findings for the preceding period and issue to HBC and / or HCC	Within 3 months of survey	TPC	£5,000

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APPENDICES

APPENDIX A

Site Layout Plan

NOTES

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Subject to Statutory Approvals.

- 2M HIGH BLACK WELDMESH FENCE WITH MATCHING GATES
- CHARCOAL BLOCK PAVING
- BUFF BLOCK PAVING
- CONCRETE
- TARMAC
- EXISTING TREES TO BE RETAINED
- PROPOSED TREES
- EV ELECTRIC CHARGING POINTS

Rev	Description	Chk	Date
L	Landscaping adjusted	RP	15/03/2023
K	Industrial units omitted & sheet title block updated	RP	28/02/2023
J	Pedestrian route markings highlighted in green for clarity-colour to clients choice	ED	18/02/2022
H	bird boxes omitted as more info is on other documents	ED	16/02/2022
G	Parking & white lining amended to highways comments	ED	02/02/2022
F	White lining reinstated	ED	25/11/2021
E	Landscaping between office and medical centre increased	ED	22/11/2021
D	Landscaping updated	ED	04/11/2021
C	White lining added	ED	18/10/2021
B	Eatern path extended	ED	21/09/2021
A	Eastern footpath extended to include crossing & tactile paving indicated to highways request	ED	21/09/2021

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SOLENT ROAD
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SITE PLAN
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