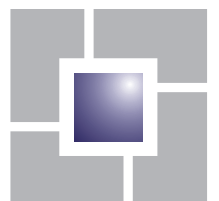


Langstone Technology Park Havant

Framework Travel Plan



david tucker associates
transport planning consultants

Langstone Technology Park Havant

Framework Travel Plan

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SKP/20428-05e Framework TP

Prepared by:

David Tucker Associates

Forester House
Doctor's Lane
Henley in Arden
Warwickshire B95 5AW

Tel: 01564 793598
Fax: 01564 793983
inmail@dtatransportation.co.uk
www.dtatransportation.co.uk

Prepared for:

**AG Langstone BV and Trinity
Investment Management**

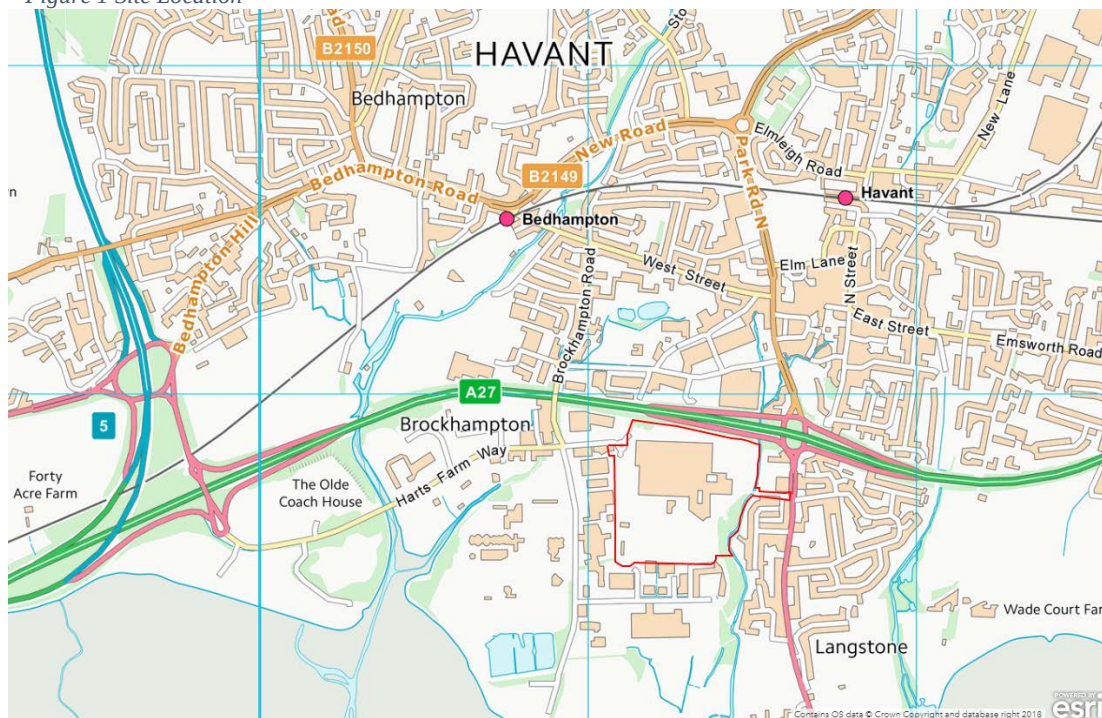
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1.0 INTRODUCTION

- 1.1 This Travel Plan has been prepared by David Tucker Associates (DTA) on behalf of AG Langstone BV and Trinity Investment Management in respect of redevelopment employment proposals at Langstone Technology Park, Havant.
- 1.2 A Travel Plan is a term used for a package of measures aimed at promoting sustainable transport within an organisation, with the main aim of reducing travel by single occupancy vehicles.
- 1.3 The Park is located to the south of Havant Town Centre, south of the A27 and west of the A3023 Langstone Road as shown on **Figure 1**. It was originally developed by IBM in the 1960s.

Figure 1 Site Location



- 1.4 The Park currently comprises 58,412m² of employment floorspace, which has been occupied by forty enterprises with provision for 1,854 parked cars.

1.5 In building floorspace terms, the redevelopment proposals on the Park include demolition of part of the existing floorspace and erection of new buildings comprising a combined area of 12,575m² in flexible B1c, B2 and B8 uses in the south-west corner of the site.

1.6 Following the redevelopment, the Park will comprise the following:

- B1a Offices 39,233m²
- B1b Labs 2,183m²
- B1c/B2 Industry 2,302m²
- B8 5,568m²
- New B1c, B2, B8 12,575m²
- Nursery/Creche 288m²
- Plant 1,551m²

1.7 The Development masterplan is attached at **Appendix A**.

1.8 This Framework Travel Plan is presented for the new B1c, B2, B8 employment units. This document is prepared on behalf of the developer to set the Framework for the travel planning for the new employment units based upon which the end user or users will prepare their own bespoke Travel Plans to suit their operation and staff.

1.9 This Framework will therefore act as a guide for occupiers to produce a more detailed Travel Plan tailored to their organisation, which will outline specific measures and timescales for their implementation. Subsequent implementation of each detailed Travel Plan will commence on or prior to occupation of the relevant unit and shall be monitored and reviewed annually for 5 years.

1.10 The Travel Plan includes:

- A strategy for setting target modal share for staff access to the site;
- A strategy for achieving the target; and
- A process for monitoring progress towards achieving the target.

1.11 The strategy includes:

- Public transport use encouragement;
- Cycling incentives and facilities;
- Walking incentives; and
- Car sharing encouragement.

2.0 POLICY CONTEXT

National Planning Policy Framework (2019)

- 2.1 In February 2019, the government published a revised National Planning Policy Framework (NPPF). Paragraph 110 that applications for development should:

- "a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- e) be designed to enable charging of plug-in and other ultra-low*

- 2.2 Paragraph 111 of the NPPF states that: *"All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed".*

Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009)

- 2.3 In April 2009 the Department for Transport published 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process'. The Guidelines aim to bring together some of the best practice from around the country, drawing upon recent research.
- 2.4 TPs have become an integral element of the planning process:

“They are critical to ensure that the use of sustainable modes is maximised, the finite capacity of the transport network is used effectively and the need for some costly highway infrastructure is avoided as far as is practical.”

Paragraph 1.7. Good Practice Guidelines: Delivering Travel Plans through
the Planning Process. April 2009

2.5 The Guidance defines a TP 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”

Paragraph 2.1. Good Practice Guidelines: Delivering Travel Plans through
the Planning Process. April 2009

2.6 The Guidance sets out that a TP involves:

“the development of agreed explicit outcomes limited to the appropriate package of measures aimed at encouraging more sustainable travel, with an emphasis on reducing single occupancy car use. Each travel plan should be unique to a site”

Paragraph 2.1. Good Practice Guidelines: Delivering Travel Plans through
the Planning Process. April 2009

2.7 The Guidance sets out the ultimate objective of the travel planning process whilst identifying the additional aims and benefits:

“travel plans focus on achieving the lowest practical level of single occupancy vehicle trips to or from a site and widening the use of other modes. They assist in the wider aims of encouraging sustainable travel, improving health and reducing congestion, energy consumption and pollution. Travel plans need to address all journeys that may be made to and from a site, by anyone who may have a need to visit or stay there.”

Paragraph 2.4. Good Practice Guidelines: Delivering Travel Plans through
the Planning Process. April 2009

2.8 The Guidance focuses on an ‘outcomes’ approach to TPs, requiring that specific outcomes or targets are established by agreement on what should be achieved through the TP over time.

Planning Practice Guidance 'Travel Plans, Transport Assessments and Statements' (2014)

2.9 The Department for Communities and Local Government (CLG) recently published the Planning Practice Guidance (PPG), which reinforces the guidance contained within the NPPF.

2.10 In particular Paragraph 111 which states that:

"All developments which generate significant amounts of transport movement should be required to provide a Travel Plan.

Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met."

This document also states some of the policies that Travel Plans should/ may include:

- *Benchmark travel data including trip generation databases;*
- *Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;*
- *Relevant information about existing travel habits in the surrounding area;*
- *Proposals to reduce the need for travel to and from the site via all modes of transport; and*
- *Provision of improved public transport services;*
- *Parking strategy options (if appropriate); and*
- *Proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community.*

Travel Plans should set out explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low

emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.”

Hampshire County Council's Guide to Development Related Travel Plans (2009)

- 2.11 This document was adopted by the Hampshire County Council in 2009 and relates to the importance of a Travel Plan and specific guidance needed for producing a TP document relevant to the local area. The document includes; Basic information about the function of a TP, how an effective TP can be secured through the planning process, how a TP document should be produced and specific management and monitoring which should be included.
- 2.12 This Travel Plan has been prepared in accordance with this local guidance document, setting out all required elements including realistic targets and measures to achieve these targets. These elements link directly to the outcome of the Transport Assessment Document and are consistent with the Local Transport Plan.

IHT's Guidelines for Providing Journeys on Foot (2000)

- 2.13 The guidelines provide current best practice for providing for pedestrians in support of policies to achieve sustainable travel patterns.

CIHT's Buses in Urban Developments (2018)

- 2.14 The guidelines emphasize the important role of buses in achieving sustainable travel patterns and that in addition to enabling or providing for bus services there should be targets or specific aspirations for their use.

Havant Borough Council Parking Supplementary Planning Document (2016, updated 2019)

- 2.15 The SPD sets out the car parking requirements within Havant.

3.0 SITE ASSESSMENT

3.1 Site Location

3.1.1 The Park is located close to the edge of Havant town centre as shown on **Figure 1**. The Park abuts the A27 linking destinations along the south coast.

3.1.2 The Park is served by two points of vehicular access; one to the west and one to the east. Within the western boundary lies an internal roundabout which feeds into Brookside Road, which links into a 4-arm roundabout with Harts Farm Way, running towards the A3(M); Brockhampton Road; and an industrial access road, Southmoor Lane.

3.1.3 To the east, the access onto the public highway is shared with a pub/restaurant and hotel. The access onto the A3023 Langstone Road is an all-movements priority junction, with a right turn lane into the Park.

3.2 Walking and Cycling

3.2.1 Current best practice guidance suggests that walking and cycling are likely to be practical for most people for journeys of 20-30 minutes. In terms of journey distance this equates to around 2km and 5km respectively. These respective catchment areas are shown in **Figures 2 and 3** below.

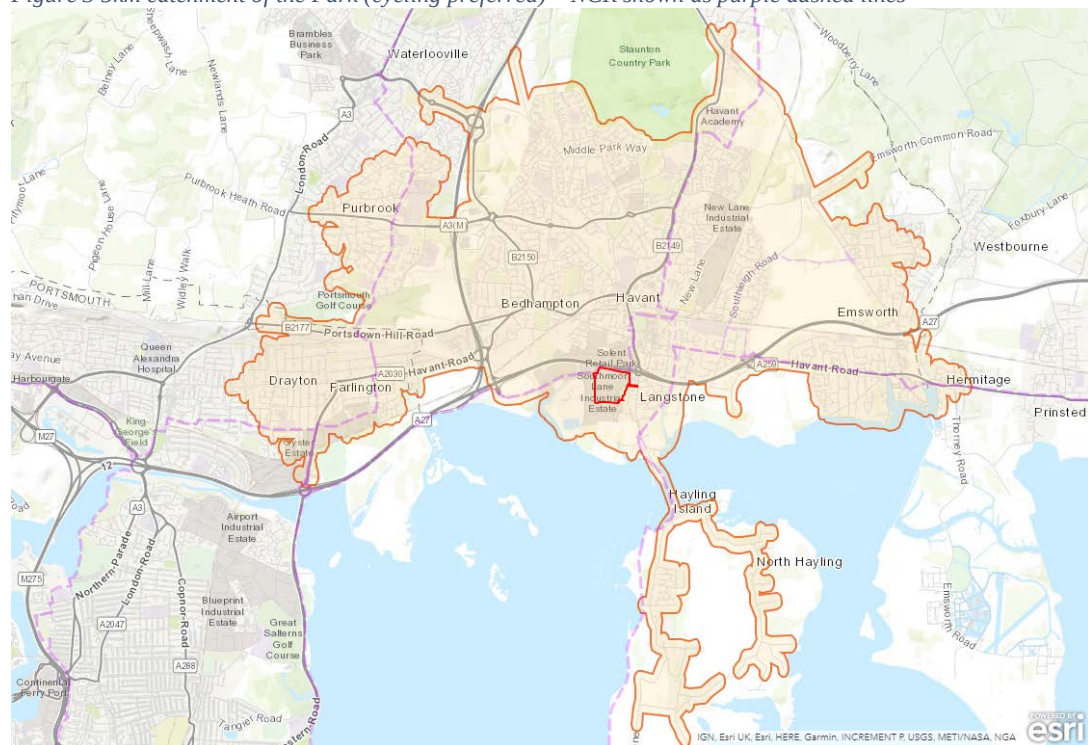
3.2.2 The principal desire line to and from the Park is to the north into Havant town centre. Public Footpath 51 provides for these journeys, running along the north-eastern boundary of the site with connections into the north-east corner (Building 7000 car park) and the eastern site access road. This is shown on **DTA Drawing 20428-04b** in **Appendix B**.

3.2.3 From the north-east corner, PF51 also forms part of National Cycle Network Route 22, and is a wide well maintained surface which initially runs through an equally well maintained commodious underpass before emerging alongside Tesco just over 100m from the site boundary. The route emerges onto Solent Road, where safe crossing is enabled via a wide central splitter island with tactile paving.

Figure 2 2km catchment of the Park (walking preferred)



Figure 3 5km catchment of the Park (cycling preferred) – NCR shown as purple dashed lines



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- 3.2.4 The Park is served by a convenient and high quality network of footpaths, footways and cycle routes.
- 3.2.5 The PF51 and NCN22 routes continue north along an off road link leading towards Solent Retail Park before bending away to the east where NCN22 meets Park Road South. This section is shared by cyclists and pedestrians with an approximate width of 3-4m. Generous footways on Solent Road also allow connection towards Park Road South, as well as the remainder of the retail facilities in the area.
- 3.2.6 Park Road South contains wide shared footway/cycleways on both sides measuring 3.8-4.5m. Formal crossing facilities are provided at the junction with Solent Road and at the pedestrian crossing immediately to the south of West Street.
- 3.2.7 The pedestrian crossing is the clear desire line to access the retail facilities within Havant town centre via West Street, from which vehicles are prohibited. Cyclists are permitted on part but not all of West Street.
- 3.2.8 Havant Bus Station is located on Elm Lane slightly further to the north, around 800m from the edge of the site, a 10 minute walk. The entire route is therefore serviced via wide well maintained footways and safe crossings.
- 3.2.9 The same route forms the bulk of the route to Havant Rail Station, around 1.1km from the site on foot (13-14 minutes). The route between bus and rail station is again characterised by direct, convenient good quality footways.
- 3.2.10 An alternative route from Park Road South across the A27 roundabout is available by way of segregated ramps and steps, but it provides a less pleasant means of access and hence is not likely to be well used by employees at the site. This is borne out by observations during site visits, when PF51 was heavily used, whereas the routing via the A27 roundabout was sparsely used.
- 3.2.11 To the south of the site, PF51 continues as a rural facility linking to the edge of Langstone and the Bridge Lake estuary. The route is unpaved, appropriately reflective of its primarily recreational function. During site visits, it has been lightly used. It does not form a significant commuting desire line to the site for employees.

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- 3.2.12 Pedestrian and cyclist journeys to work to the south onto Hayling Island are much more likely to route via Langstone Road. Footways are wide and generally well maintained, with shared footway/cycle way facilities present to the south of Langstone Avenue.
- 3.2.13 Crossing facilities to the south of the site access on Langstone Road take the form of a pedestrian refuge with tactile paving. The crossing facility has been upgraded since May 2017.
- 3.2.14 NCN22 runs along the northern boundary of the site, the majority of which also comprises Public Footpath 50, it is wide, tarmacked and well maintained.
- 3.2.15 At the western site access, NCN22 returns to an on carriageway facility along Brookside Road, before returning to an off-carriageway shared footway/cycleway route on the southern side of Harts Way Farm and beyond towards Cosham and Portsmouth.
- 3.2.16 In terms of pedestrian movements, Brookside Road contains two footways of generally standard width, with reasonable surfacing. The north sided footway is more relevant to the site, with links to Brockhampton Road giving access to Bedhampton. The Brockhampton Road roundabout comprises tactile paving crossing facilities on the key desire lines.
- 3.2.17 The pedestrian and cyclist network pertinent to the Park is of a high standard, with comprehensive coverage, with no evident deficiencies.

3.3 Bus Services

- 3.3.1 The closest bus stops to the site are located along Langstone Road which runs along A3023 to the east of the site. These stops provide access to local bus services, No. 30 and No. 31, which link Hayling Island to the south with Havant town centre to the north. These services operate every 20 minutes providing access to the town and the local railway station. In the southbound direction there is a dedicated bus layby which is equipped with a flag and information panel. The northbound direction the bus stop also benefits from a shelter.

3.3.2 Slightly further away from the wider Park are stops on Park Road South. These stops can be accessed via an existing pedestrian/cycleway which crosses beneath the A27 Havant Bypass and the slip roads from the adjacent junction. These stops provide access to longer distance services including the Coastliner 700 services which runs between Havant and large nearby population centres including Portsmouth, Chichester and Bognor Regis.

3.3.3 The locations of the bus stops are shown on **DTA Drawing 20428-03** in **Appendix B**. The service summaries are shown in **Table 1** below.

Table 1 - Summary of Bus Services

		Frequency		
Service	Route	Mon-Fri	Sat	Sun
30/31	Havant - West Town - Beachlands - Eastoke - Mengham - Havant	Every 20/30mins	Every 20/30mins	Every 30mins
700 Coastliner	Portsmouth – Havant – Chichester – Bognor Regis	Every 20 mins	Every 20 mins	Every 30 mins

3.3.4 As demonstrated in **Table 1**, the bus services are regular providing a genuine alternative to short car trips hence sits in line with the NPPF (2018) drive towards sustainable travel to work methods.

3.3.5 The 2011 Census reports that circa 5% journey to work trips to Havant 014 MSOA were undertaken by bus. The site itself is well located in relation to existing bus services operating through the area. On the basis of the existing services and their proximity, no enhancements to local services are required.

3.4 Train Station

3.4.1 Havant train station is located approximately 1.0km walking distance to the north of the site which translates into an approximate walking/cycling time of circa 14 minutes. As set out in Section 3.2 the route on foot or by cycle is commodious.

3.4.2 The station has secure sheltered storage for 92 cycle spaces.

- 3.4.3 The ticket office is open from 05:40 – 19:55 weekdays. Information is available from staff between 05:00 - 22:30 weekdays. The station has a coffee shop, toilets on both platforms, and waiting rooms.
- 3.4.4 There is level access to main entrance and Platform 2 (for trains towards Portsmouth and Southampton). Entrance to Platform 1 (for trains towards Brighton and London) is via a 12m long ramp with a gradient 1:10. Access between platforms is via a footbridge with lifts, available when station is staffed (until 22:00).
- 3.4.5 There is an alternative step-free route between up-side and down-side entrances via a local authority footbridge with long ramps at 1:11-1:12 gradient on each side. Total round trip distance via ramps is 260m.
- 3.4.6 The station is at the junction of the West Coastway line and the Portsmouth Direct line. The station is operated by South Western Rail and provides regular services to and from local and national destinations. It has direct services to Portsmouth, London Waterloo, London Victoria via Gatwick airport, Brighton, and Southampton. Direct destinations are summarised in **Table 2** below.

Table 2 - Summary of Local Train Services

Destination	Journey Time	Frequency
Brighton	1 hour 5 minutes	Every 30 minutes
London Waterloo	1 hour 20 minutes	Every 10-30 minutes
London Victoria	1 hours 45 minutes	Every 10-30 minutes
Littlehampton	37 minutes	Hourly
Portsmouth Harbour	16 minutes	Every 10 minutes
Portsmouth and Southsea	12 minutes	Every 5-10 minutes
Fratton	8 minutes	Hourly

- 3.4.7 There is also a direct service to Great Malvern operated by Great Western Railway calling at Southampton, Bath, Bristol, Gloucester and Worcester.
- 3.4.8 The 2011 Census reports that circa 4% journey to work trips to Havant 014 MSOA were undertaken by rail. The rail services offer a genuine alternative to car trips.

3.5 Car & Cycle Parking

3.5.1 Havant Borough Council Parking Standards Policy Document (HBC SPD) adopts minimum cycle parking standards which are set out as follows:

- B1a Office: Long Stay: 1 stand per 150m². Short Stay: 1 stand per 500m².
- B1b/c/ B2 Industrial: Long stay: 1 stand per 250/350m². Short Stay: 1 stand per 500m².
- B8 Warehouse: Long Stay: 1 stand per 500m². Short stay: 1 stand per 1000 m².

3.5.2 The guidelines go on to say that long-stay cycle parking can also be based on the number of staff using the site and in this case, spaces should be provided at a ratio of 1 cycle stand per 8 staff. A schedule of the proposed cycle parking for units 1-12 is set out in **Table 3**. This has been calculated based on the B1c parking requirements as these are the highest. As shown on the site layout drawings the long stay cycle parking will be provided within secure covered locations within the car parking areas for each unit adjacent to the pedestrian access into the respective buildings. Visitor parking will be provided in a nearby location (generally immediately adjacent). These will be Sheffield stands and each stand will be able to take two bicycles (i.e. the overall capacity in terms of cycle parking will be double the number of stands).

Table 3 Proposed Cycle Parking

Unit	Area m ²	Long stay		Short stay	
		SPD	Proposed	SPD	Proposed
Unit 1	562	2.2	3	1.1	2
Unit 2	411	1.6	2	0.8	1
Unit 3	482	1.9	2	1.0	1
Unit 4	415	1.7	2	0.8	1
Unit 5	805	3.2	3	1.6	2
Unit 6	1282	5.1	5	2.6	3
Unit 7	881	3.5	4	1.8	3
Unit 8	1068	4.3	4	2.1	2
Unit 9	1496	6.0	5	3.0	3
Unit 10	927	3.7	4	1.9	2
Unit 11	1713	6.9	7	3.4	4
Unit 12	2528	10.1	5	5.1	5
		50.2	46	25.2	29

- 3.5.3 Overall the cycle parking requirements will be met within the development.
- 3.5.4 Car parking reflects the flexibility sought in terms of the potential land uses.
- 3.5.5 Havant Borough Council Parking Standards Policy Document (HBC SPD) sets minimum standards as follows:
- B1a Office: 1 space per 30m²;
 - B1b/c/B2 Light Industry and General Industry: 1 space per 45m²;
 - B8 Warehouse/Distribution: 1 space per 90m².
- 3.5.6 A schedule of the proposed car parking spaces is set out in **Table 4** below. These have been calculated on the basis of the B1c parking requirements as these are the highest. In practice is likely that there will be a broader mixed of uses in line with the flexibility sought within the planning application.

Table 4 Proposed Car Parking

Unit	Area m ²	Car parking	
		SPD	Proposed
Unit 1	562	12	12
Unit 2	411	9	8
Unit 3	486	11	11
Unit 4	415	9	8
Unit 5	805	18	21
Unit 6	1282	28	19
Unit 7	881	20	13
Unit 8	1068	24	19
Unit 9	1496	33	26
Unit 10	927	21	20
Unit 11	1713	38	41
Unit 12	2528	56	52
Unassigned		-	32
Substation parking		-	5
	12574	279	287

- 3.5.7 There is an unassigned element within a car park immediately to the north of Unit 1. These spaces provide flexibility to meet any shortfall in capacity within the site.

- 3.5.8 There is a requirement for 5% spaces to be accessible. As shown on the site plans the location of the accessible spaces are close to the pedestrian accesses to the associated buildings.
- 3.5.9 Overall the car parking requirements for the new development will be met such that there will be no displacement of demand onto access roads (other than where designated) or into adjacent areas.
- 3.5.10 The wider Park has been operational for a long period of time. The Park currently contains 1,854 parking spaces serving employment floorspace at a ratio of one space per 32m².
- 3.5.11 The new buildings will result in a loss of car parking that is currently available to users of the existing buildings. In total 941 spaces will be lost. The majority of these buildings will be retained and refurbished. To offset the spaces lost an additional 693 spaces will be provided such that there will be a total of 1,601 spaces maintaining the existing ratio of one space per 32m².
- 3.5.12 A comparison of the parking arrangement for the existing, refurbished and new units is shown in **Table 5**. Overall there will be a small change in parking on the site (circa 2% increase).

Table 5 Car Parking Summary

	Current	Proposed
Existing	1854	
Retained		913
Lost		(941)
Replacement		693
New		282
	1854	1888

- 3.5.13 There is existing long stay cycle parking within a dedicated cycle parking area which is located immediately to the north of the crèche. This is a secure covered location which is available to employees on the Park.
- 3.5.14 Additional cycle parking will be provided for Unit 1000. It is proposed to provide an additional 10 short stay stands adjacent to the new building entrance. It is proposed

to provide an additional 24 long stay stands within the northwest corner of the new car parking area in front of the unit.

3.5.15 Additional cycle parking will be provided for Unit 4000. It is proposed to provide an additional 9 short stay stands adjacent to the new building entrances. Long stay cycle parking requirements will be allocated within the existing cycle park as existing.

3.5.16 There are currently 8 car parking spaces equipped with Tesla superchargers. These will be retained.

4.0 TRAVEL PLAN OBJECTIVES AND TARGETS

4.1 Introduction

- 4.1.1 A Travel Plan is a living document that provides a strategy for managing travel demand involving a continuing process of monitoring and review. The underlying aim of any Travel Plan is to minimise the number of single occupancy vehicle trips generated by a development, business or organisation. This is achieved by encouraging a shift to more sustainable modes of transport and by reducing the need to travel.
- 4.1.2 This Travel Plan provides a framework for an occupier or occupiers to produce a Travel Plan once they are known, to fit in with the measures implemented by the developer. Whilst the Park is currently operating below full capacity, existing travel patterns are discernible from the 2011 census. The redevelopment proposals will effect travel pattern changes which will only be evident following occupation. However, the Travel Plan should strive to achieve an ongoing reduction in car borne staff trips to/from the new units over a 5-year period.
- 4.1.3 The occupiers will be required to break down the underlying target reduction into specific modal shift targets. This will be done through a combination of a survey of staff travel habits and an evaluation of the existing travel infrastructure in the vicinity of the site. Since the implementation of a Travel Plan is related to the redevelopment, these surveys would take place within 6 months of occupation.
- 4.1.4 The following sections detail the developer and occupier objectives and targets for the proposed site. In summary, the key role of the developer is to ensure that the key sustainable transport infrastructure is implemented prior to occupation and provide this framework to guide occupiers in producing a Travel Plan that fits in with the vision for the site. The occupiers will be responsible for encouraging, monitoring and reviewing sustainable travel initiatives as defined through the detailed Travel Plan.

4.2 Developer Objectives

4.2.1 To ensure the potential for access by sustainable travel modes, the developer, through close liaison with the Local Authority, should ensure that the appropriate infrastructure is implemented prior to occupation.

4.2.2 Key developer objectives are defined as follows:

- To provide the necessary transport and building infrastructure required for the detailed Travel Plan to be effective;
- To enable efficient access to the development by a number of alternative modes of transport; and
- To provide an attractive, secure environment for pedestrians, cyclists and public transport users.

4.2.3 **Table 6** summarises the preliminary design features aimed to give priority to those arriving by sustainable modes to the proposed developments. Further consideration will be given to the requirements of those arriving by sustainable means at the more detailed design stage.

Table 6 Design Features

Preliminary Design Feature	Description
Pedestrian Access	Pedestrian footways are provided on the local road network. The internal site layout will facilitate direct routes for pedestrian access. Staff entrances will be conveniently reached from the footways.
Cycle Parking	Cycle Parking for the new units will be provided in line with Guidance on Parking Standards issued by Hampshire County Council on the full application site. The cycle stands will be covered and secure. Elsewhere, enhancements will be made to the cycle parking.

4.3 Occupier Objectives

4.3.1 The occupier will encourage employees to travel by more sustainable modes than the private car through the implementation of Travel Plan initiatives (see **Table 6**).

4.3.2 The Travel Plan will seek to:

- Promote the health, wealth and environmental benefits of cycling, walking and using public transport;
- Provide clear information to all employees and visitors on the alternative modes of travel to and from site;
- Enhance the safety and security of people travelling to and from site;
- Effectively manage the demand for staff car parking; and where possible
- Reduce the need to travel during peak hours

5.0 TRAVEL PLAN CONTENT

5.1 Introduction

5.1.1 This section sets out the framework for the occupier to produce the Travel Plan. It sets out what will be required and also provides a selection of potential initiatives, a Travel Plan “toolkit” that could be used to achieve the objectives set out earlier. The list of measures is not exhaustive and is only intended to act as a guide. Occupiers may find that through operating the Travel Plan they find their own unique ways of minimising the impact of transport by their organisation.

5.2 Travel Plan Co-ordinator

5.2.1 To implement the Travel Plan Framework, a Travel Plan Co-ordinator (TPC) will be appointed by each operator. Where appropriate within the occupier's Travel Plan the Co-ordinator will be responsible for:

- Explaining and Marketing the Travel Plan;
- Produce all questionnaires, promotional and informative material;
- Setting up the Staff Travel Database;
- Setting up the Car Share database;
- Setting up Specific User Group meetings;
- Lobbying for any desired public transport service changes;
- Getting the annual survey analysed and presenting the results externally;
- Implementing promotional days.

5.2.2 The Co-ordinator will be appointed to provide the necessary resource for a minimum of 5 years. Once this is achieved, the position will be reviewed with the appropriate person recruited to administer the plan in the longer term.

5.2.3 The Travel Plan Co-ordinator will be allocated an annual budget for the implementation of the Plan. The name and contact details of each Travel Plan Co-ordinator will be provided to the Hampshire County Council.

5.2.4 In addition to individual TPC as appointed by each operator, there will be a Site Wide TPC role. This Site Wide TPC will be appointed by the Developer prior to commencement of the new development units to ensure that the Individual Travel Plans are prepared and to oversee the Travel Plan process including ongoing liaison with HCC.

5.3 Travel Plan Implementation

5.3.1 Where appropriate within the occupier's Travel Plan, the individual company responsibilities will be:

- Marketing the Plan to their employees and distributing the promotional material (ongoing);
- Ensuring questionnaires are completed and returned for analysis;
- Providing flexible employee benefits to encourage non-private car travel; and
- Guaranteed ride home in an emergency where alternative transport modes are not available.

5.4 General Promotion

5.4.1 Below is a list of initiatives specific to each travel mode. As well as these the Travel Plan should raise awareness of the environmental and health problems connected with transport. To promote “greener” travel choices for all journeys, not just work-related travel. **Table 7** summarises a tool kit of measures which may be adopted by the TPC.

Table 7 Travel Plan Tool Kit

Potential Travel Plan Initiatives	Responsibility
Walking (best suited to journeys under 2 miles)	
For the new build elements, provide cloakroom facilities within the building with drying and storage locker facilities.	Under agreement between developer and occupier, such facilities could be included within building design. For speculative builds developer to provide.
Provision of pedestrian linkages through the site as set out within the Transport Assessment. These will link between the new buildings and the existing internal network of routes within the established site and provide improvements to existing routes where required.	Developer
Produce a map illustrating safe walking routes to common destinations. Include reference to crossing points and public transport facilities.	Occupier to provide through TPC
Keep a store of pool umbrellas on site for use by staff who walk to/from work or for walking journeys during the day.	
Provide staff with personal attack alarms.	
Raise awareness of health benefits of walking. Through posters, leaflets and/or events.	
Offer a guaranteed ride home to alleviate staff concerns of being stranded at work in the event of unforeseen circumstances.	
Arrange events to promote walking, such as a walk to work day.	
Time allowance to change.	
Promotion of free health apps	
Cycling (best suited to journeys under 5 miles)	
For the new build elements, provide safe, secure and fully weatherproof cycle storage.	Under agreement between developer and occupier, such facilities should be included within site design. For speculative builds developer to provide.
For the new build elements, provide changing rooms/areas within the building.	Under agreement between developer and occupier, such facilities should be included within building design. For speculative builds developer to provide.
Provide lockers for cyclist safety gear	Occupier to provide through TPC
Raise awareness of health benefits of cycling through continual publicity.	
Provide cycle route maps	

Keep a supply of basic cycle maintenance equipment on site e.g. pump, puncture repair kit, tools etc.	
Offer a guaranteed ride home to alleviate staff concerns of being stranded at work in the event of unforeseen circumstances.	
Establish a bicycle user group (BUG) & bike buddy scheme.	
Employers to consider the provision of interest free loans for the purchase of bicycles	
Liaise with local cycle shops to organise discounts and offers	
Cycle to work scheme	
Mileage allowance for cycle use	
Arrange events to promote cycling to work such as "biker's breakfasts". Possibly correspond with national events such as "bike week" & "bike2work" in June.	
Arrange adult cycle training sessions.	

Public Transport	
Disseminate up-to-date public transport information on site. Including routes, timetables and fares for local services.	Occupier to provide through TPC
Promote benefits of public transport, savings etc	
Consider the provision of interest free loans for the purchase of season tickets	
Arrange with local transport operators to buy tickets in bulk at a discount and sell on to staff on site.	
Liaise with local operators for improved services to site.	

Car Sharing (provides a sustainable alternative when the car is the only option)	
Establish a car sharing scheme to match employees with others living in a similar area or travelling the same route.	Occupier to provide through TPC
Provide a guaranteed ride home scheme for car sharers in the event of unforeseen circumstances.	
Allocate priority parking to car sharers	
Devise a protocol/guidelines for car sharers to follow.	

6.0 MONITORING AND AUDIT

6.1 Staff and Visitor Surveys

- 6.1.1 Whilst the proposals reflect a redevelopment of the Park, the site is currently occupied. Travel patterns have been obtained from the most recent travel to work Census 2011 data. This is directly applicable for staff at the site. The existing modal shares from the census data (E00116635) within Middle Super Output Area Havant 014 have been used to project the baseline and projected modal split that could be achieved over the first 5-year period from completion of the redevelopment. In this case a 10% reduction in the number of single occupancy vehicles over 5-years is considered realistic. These baseline and modal shifts from years 1 to 5 are summarised in **Table 8** below.

Table 8 Targeted Modal Shares (Based on Census 2011 Data from E00116635)

Mode of Transport	Baseline Modal Split (%)	Year 1 (%)	Year 3 (%)	Year 5 (%)
Car Driver	71.1	69.5	66.3	63.1
Car Passenger	7.8	8.2	9.0	9.8
<i>Single Occupancy Vehicles</i>	<i>63.3</i>	<i>61.3</i>	<i>57.3</i>	<i>53.3</i>
Bus	4.5	5.0	6.0	7.0
Train	4.8	5.0	5.4	5.8
Walk	4.7	4.9	5.3	5.7
Cycle	4.4	4.7	5.3	5.9
Taxi	0.4	0.4	0.4	0.4
Motorcycle	1.5	1.5	1.5	1.5
Other	0.2	0.2	0.2	0.2
TOTAL	100	100	100	100

- 6.1.2 To achieve these targets it is proposed to:

- Increase the proposed of car share mode share by 2%. As set out in **Table 7** this will be by promotion of car sharing
- Increase the proportion of cyclists by 1%. As set out in **Table 7** this will be supported by promotion of the benefits of cycling and ensuring that appropriate cycle parking is provided within the development.

- Increase the proportion of pedestrians by 1%. As set out in **Table 7** this will be supported by promotion of the benefits of walking.
- Increase the proportion of public transport users by 3.5%. As set out in **Table 7** this will be supported by promotion of the benefits of bus and rail services including discounted tickets.

6.1.3 Staff and visitor surveys will be undertaken upon occupation of the new units on site in order to determine the actual baseline modal shift. The survey data gathered from this will provide a base for monitoring of the suggested modal split targets (**Table 8**) and allow the above targeted modal split to be adjusted accordingly.

6.1.4 It is proposed that the initial survey should not be undertaken any earlier than 6 months after first occupation of the new units to ensure that travel patterns are established. As a consequence, it will take some time for the whole Park to be included. The surveys will target a minimum response rate of 35%. The surveys will be advertised on staff noticeboards, and/or via an item on staff meeting agendas, with consideration given to prize draws for those who complete the survey. A draft example of a staff survey is attached at **Appendix C**. An example visitor survey has also been provided at **Appendix D**.

6.1.5 Further to this initial survey, further surveys will be undertaken in years 3 and 5. In the intervening years snapshot surveys will be undertaken. **Table 9** summarises individual Travel Plan targets and their individual performance indicators.

- Level of usage of cycle/motorcycle stands to determine demand
- Feedback from bus operators to establish demand for local bus services
- Other feedback e.g. comments received by the Travel Plan Co-ordinator
- Survey of a sample number of staff to record the modal shift of people driving alone, people car sharing, using public transport, people cycling and walking.

6.1.6 The results of the surveys will be analysed and reported to Hampshire County Council within three months of the survey being undertaken. The Performance of the Plan in

meeting individual targets will be assessed as indicated in **Table 9**. The survey results will be compared against the baseline and previous years' survey results and used to assess whether targets have been met.

Table 9 Targets and Their Performance Indicators

Target	Performance Indicator
Public transport modal share.	Annual survey modal share. Feedback from operators/users.
Cycle / motorcycle modal share.	Annual survey modal share. Usage of cycle stands.
Walking modal share.	Annual survey modal share.
Car-Sharing modal share and solo occupancy cars	Annual survey modal share. Car-share database matching.

6.2 Securing the Travel Plan

- 6.2.1 As part of the S106 Agreement a Travel Plan monitoring fee is sought by HCC. A Travel Plan Bond shall be in place and maintained throughout the full 5 year lifetime of the Travel Plan.

6.3 Plan Performance Audits

- 6.3.1 The results will be reported within three months of the survey date to the Council. The report should take the following format:

Chapter 1 – Introduction and Background. This will detail the site to which the report relates and provide details of occupier, name, date of occupation, number of staff employed, working hours, number of parking spaces etc.

Chapter 2 – Results of Surveys. This section will detail the results of the surveys that have been undertaken against the indicators set out above. It will include details of current travel situation and target levels. The original data from the surveys will be included as an appendix.

Chapter 3 – Initiatives Undertaken. This will provide details of the work and initiatives undertaken over the previous 12 months, with supporting evidence as necessary.

Chapter 4 – Problems and Issues. This section will detail any problems encountered in implementing the Travel Plan and any issues which remain unresolved or require progress in future.

Chapter 5 – Specific Measures from Travel Plan. This section will detail how all measures from the travel plan have been implemented in terms of infrastructure, policy and promotion of each specific travel mode and strategy (walking, cycling public transport, car sharing, general measures, working practises, etc). This will include evidence of how each measure has been implemented and a completed checklist of measures agreed at the planning application stage.

Chapter 6 – Summary. This will set out whether the Travel Plan is on track to meet targets and if not why not.

Chapter 7 – The Plan for the next 12 months. This will include any specific outcomes and desired results and any additions to the Travel Plan.

- 6.3.2 The recommendations of the review shall be implemented as soon as possible (as appropriate dependant on type of measures). Should any meetings between the parties be necessary to discuss the contents of the submissions then these shall be raised in accordance with the above highlighted timescales.
- 6.3.3 Discussions will be held as to how any failed targets might be better achieved. Through consultation with the Council, the Plan and its targets will be readdressed annually. It may be, for example, that the targets are made less ambitious on one mode, while tightened up on another to compensate. Through agreement with the Council, the Co-ordinator will join and attend local community forums if required.

7.0 ACTION PLAN

7.1.1 The Action Plan for the site is set out in the **Table 10 and 11** below.

Table 10 Action Plan

Years	Travel Plan Measures	Cost from	Timeframe	Approx. Budget
Years 1 -5	Marketing and Travel Plan Co-ordinators			
	Appoint a Site Wide Travel Plan Coordinator	Developer	Prior to Occupation of full application site	£0 Cost borne at source with appointment of management company
	Independent monitoring	(expenses to TPC)	Ongoing	£2,500
	Marketing and Promotion, incl. walking and cycling maps, info on public transport, info on events, bicycle user groups, health benefits etc	(expenses to TPC)	Short term / Ongoing	£3,500
	Cycling			
	Cycle Parking	Developer		Provided as part of development infrastructure No cost
	Cloakroom facilities, lockers and changing rooms	Developer		Provided as part of development infrastructure No cost
Years 1 – 5 Total				£6,000

Table 11 Action Plan

Years	Travel Plan Measures	Cost from	Timeframe	Approx. Budget Total per unit
Years 1 -5	Marketing and Travel Plan Co-ordinators			
	Appoint Individual Occupier Travel Plan Coordinators	Undertaken within an existing work role	Prior to Occupation of individual new units.	£0
	Marketing and Promotion, incl. incentives for car sharing, public transport use and cycling	Individual Occupiers	Short term / Ongoing	£2,000
	Holding events and focus group meetings to inform staff of sustainable travel alternatives	Individual Occupiers	Ongoing	No cost
	Creating user groups and staff forums	Individual Occupiers	Ongoing	No cost
	Walking			
	Pool umbrellas	Individual Occupiers	At outset	£30
	Cycling			
	Basic cycle maintenance equipment (e.g. pumps)	Individual Occupiers	At outset	£20
	Public Transport			
	Car sharing/ Car clubs	Individual Occupiers	Long term	Within TPC role
	Reducing Car Use/ Reducing the Need to Travel			
	Development of personalised journey planning	Individual Occupiers	Long term/Ongoing	Within TPC role
	Reducing the need to travel through flexible working practice: teleworking and home working	Individual Occupiers	Long term/Ongoing	No cost
Years 1 – 5 Total per unit				12 units@£2,050 =£24,600 (Total)

Appendix A – Site Masterplan

A 27

INDUSTRIAL AND OFFICE ACCESS

EXTENT OF NEW ELEVATION REF: 4046A-0200

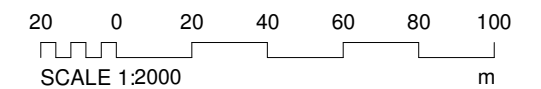
OFFICE ACCESS

135,000sq ft FLEXIBLE B1C, B2 & B8 UNITS. REF 4046C-0110

This drawing may be scaled for the purposes of Planning Applications, Land Registry and for Legal plans where the scale bar is used, and where it verifies that the drawing is an original or an accurate copy. It may not be scaled for construction purposes.

Always refer to figured dimensions. All dimensions are to be checked on site. Discrepancies and/or ambiguities between this drawing and information given elsewhere must be reported immediately to this office for clarification before proceeding. All drawings are to be read in conjunction with the specification and all works to be carried out in accordance with latest British Standards / Codes of Practice.

Rev	Date	Init	Notes	Chkd
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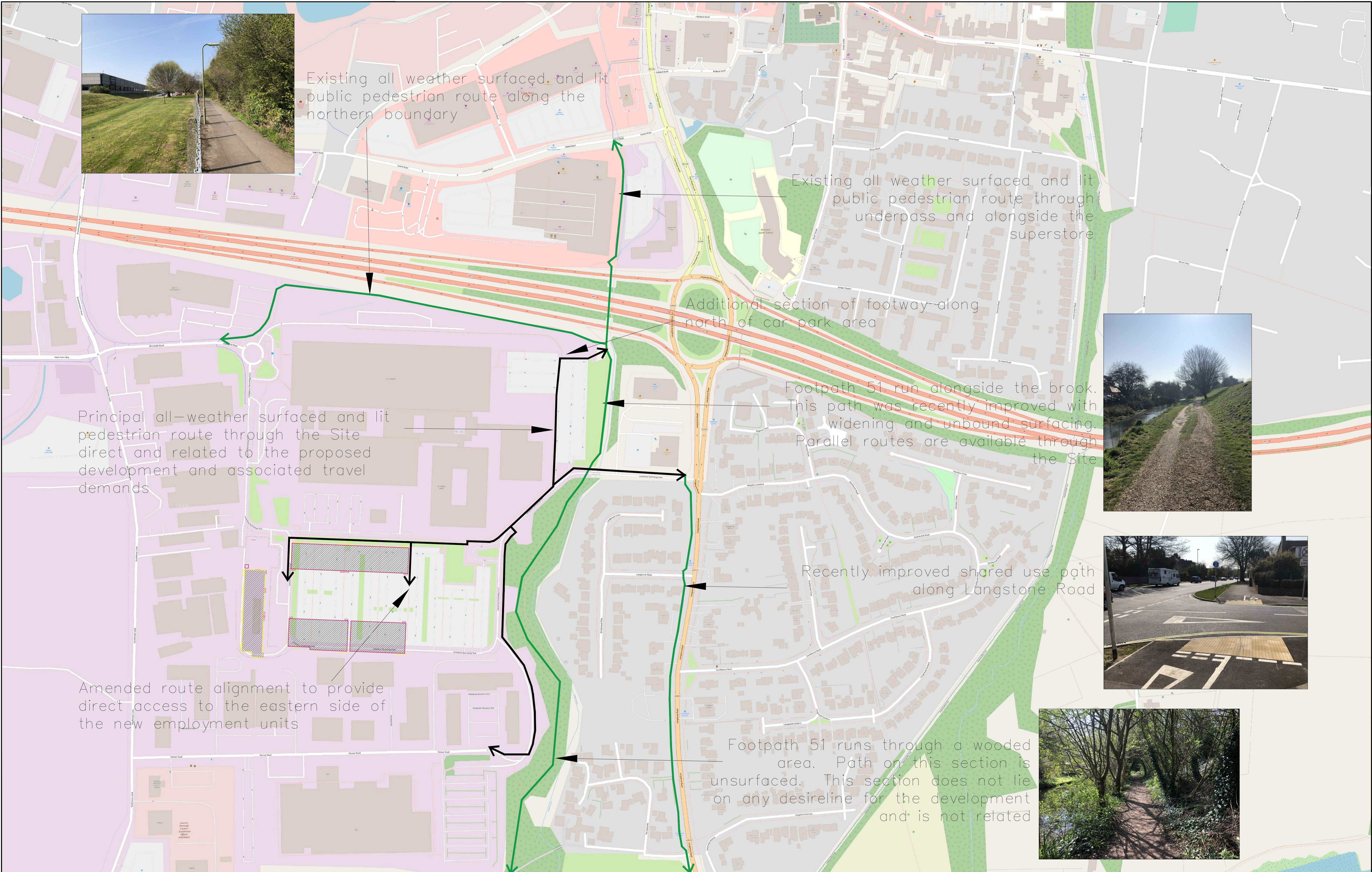
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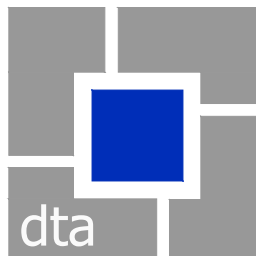
Langstone Technology Park

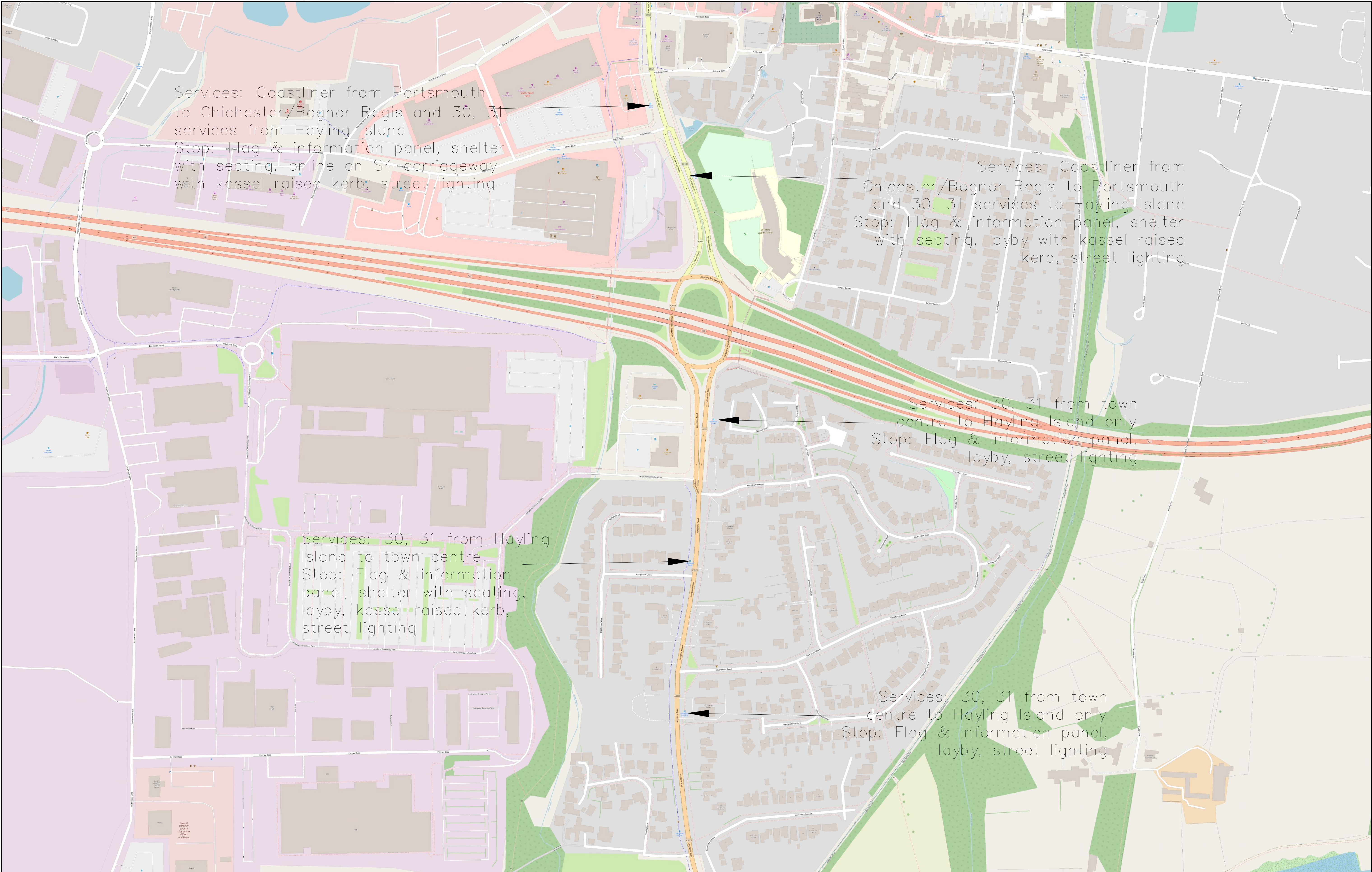
Proposed Layout Plan Opt 02

Status PLANNING	Project No. 4046	
Drawing Reference	Drawing No. 0152	Revision G

Appendix B – Walking, Cycling and Bus stop plans



Based upon the ORDANCE SURVEY MAPS with the permission of THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE, © Crown Copyright AL 100030412 © David Tucker Associates	REV	DESCRIPTION	DRAWN	INITIALS	DATE	DRAWING STATUS	CHECKED BY	DATE	 david tucker associates transport planning consultants Forester House, Doctors Lane Henley-in-Arden Warwickshire B95 5AW Tel: +44(0)1564 793598 Fax: +44(0)1564 793983 www.dtatransportation.co.uk	JOB TITLE	LANGSTONE TECHNOLOGY PARK		CLIENT	LANGSTONE BV & TRINITY IM	
										DRAWING TITLE					
										WALKING AND CYCLING ROUTES					
										SCALE	DRAWN BY	DATE	DRAWING No	REVISION	
										1:10000@A1	RM	04/10/19	20428-04	B	



Based upon the ORDNANCE SURVEY MAPS with the permission of THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE, © Crown Copyright AL 100030412 © David Tucker Associates	REV	DESCRIPTION	DRAWN	INITIALS	DATE	DRAWING STATUS	CHECKED BY	DATE	 david tucker associates transport planning consultants Forester House, Doctors Lane Henley-in-Arden Warwickshire B95 5AW Tel: +44(0)1564 793598 Fax: +44(0)1564 793983 www.dtatransportation.co.uk	JOB TITLE LANGSTONE TECHNOLOGY PARK		CLIENT LANGSTONE BV & TRINITY IM		
										DRAWING TITLE REVIEW OF LOCAL BUS STOP PROVISION				
										SCALE 1:10000@A1	DRAWN BY RJM	DATE 07/10/19	DRAWING No 20428-03	REVISION

Appendix C – Staff survey

General information

1. Home postcode

2. Do you have a disability which affects your travel arrangements?

- ☐ Yes
- ☐ No

3. What time do you usually arrive at work?

- ☐ 7.00 – 7.30 am
- ☐ 7.30 – 8.00 am
- ☐ 8.00 – 8.30 am
- ☐ 8.30 – 9.00 am
- ☐ 9.00 – 9.30 am
- ☐ 10.00 – 10.30am
- ☐ Other (please specify)

4. What time do you usually leave for home?

- ☐ 11.00 – 12.00 pm
- ☐ 12.00 – 1.00 pm
- ☐ 1.00 – 2.00 pm
- ☐ 2.00 – 3.00 pm
- ☐ 3.00 – 4.00 pm
- ☐ 4.00 – 5.00 pm
- ☐ 5.00 – 6.00 pm
- ☐ 6.00 – 7.00 pm
- ☐ 7.00 – 8.00 pm
- ☐ 8.00 – 9.00 pm

Other (please specify)

5. Do you work:

- ☐ Part time
- ☐ Full time

Other (please specify)

General travel information

6. How do you usually travel to work?

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

7. Why do you choose to travel in this way?
(tick all that apply)

- ☐ Convenience
- ☐ Cost
- ☐ Health reasons
- ☐ Alternative not available
- ☐ Need to for work purposes
- ☐ Other (please specify).....

8. Do you ever use a different mode of transport?

- ☐ Yes
- ☐ No

If yes, how

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

9. How would you *prefer* to travel to work?
(please tick only one)

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

13. How would you get to work if your car broke down or it was being serviced?

- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Other (please specify).....

10. Do you ever work from home?

- ☐ Yes
- ☐ No

11. If so, how often?

- ☐ more than once a week
- ☐ Once a week
- ☐ Once a fortnight
- ☐ Once a month
- ☐ Occasionally

12. How far do you travel to work?

- ☐ Less than one mile
- ☐ 1 – 2 miles
- ☐ 2 – 5 miles
- ☐ 6 – 10 miles
- ☐ 11 – 25 miles
- ☐ 26 miles or more

Please specify.....
.....

14. What are your main reasons for driving to work (tick no more than 3)?

- ☐ Drop/collect a child off at school on the way
- ☐ Need car for other activities after work eg shopping, gym
- ☐ Distance from home too great to walk or cycle
- ☐ Need the car for work during the day
- ☐ No one to car share with
- ☐ No public transport or it would take too long
- ☐ Personal safety
- ☐ Car needed because of health (eg physical disability)
- ☐ Cheaper than public transport
- ☐ More reliable than public transport
- ☐ Other (please specify):

15. Would you be prepared to car share?

- ☐ Yes
- ☐ No
- ☐ Already do

16. Are you prepared to pay for parking?

- ☐ Yes
- ☐ No

If yes, how much? per day

17. How long does your journey generally take you?

- ☐ Less than 15 minutes
- ☐ 16 – 30 minutes
- ☐ 30 – 45 minutes
- ☐ 45 – 60 minutes
- ☐ Over an hour

18. Are you aware that this Organisation has a Travel Plan?

- ☐ Yes
- ☐ No

19. On average how often do you use your car alone for work purposes?

- ☐ Less than once a month
- ☐ One day per week or less
- ☐ At least 2 days per week
- ☐ At least 4 days per week

How many miles for work purposes do you travel on average per month? miles

Car Driving specific information

If you do not regularly drive to work, please go directly to Question 20

20. Do you use any other transport for work travel?

- ☐ Passenger in car/van or car sharing
- ☐ Taxi
- ☐ Train
- ☐ Bus
- ☐ Pool vehicle
- ☐ Bicycle
- ☐ Motor cycle
- ☐ Other, (please specify).....

Other travel ideas

21. Below is a list of other possible ideas that could be implemented in your workplace to reduce the number of journeys made commuting to and from work, and for work during the day.

Please tick one box in each row to indicate how useful you find each idea.

	Very Useful	Fairly Useful	Not very Useful	Not at all Useful
Car Share Scheme	☐	☐	☐	☐
Flexitime (one day off per month for over time hours worked).	☐	☐	☐	☐
Lease or loan system for bicycles	☐	☐	☐	☐
Cheaper bicycles (company discount)	☐	☐	☐	☐
Use of taxi to train station (for business journeys)	☐	☐	☐	☐
Lease or loan to convert car to alternative fuel	☐	☐	☐	☐
Car parking charges	☐	☐	☐	☐
Discounted bus/train travel	☐	☐	☐	☐
Extra holidays for those not driving to work	☐	☐	☐	☐
Showers	☐	☐	☐	☐
Lockers	☐	☐	☐	☐
Cycle stands	☐	☐	☐	☐
Cycle and pedestrian paths	☐	☐	☐	☐
Personalised journey planners	☐	☐	☐	☐

If you think personalised journey planners would be very or fairly useful and would like to receive information, please enter your contact details below.

Name

.....

Address

.....

.....

.....

.....

.....

.....

Other incentives (please specify)

.....

.....

.....

.....

.....

.....

Other comments, suggestions and ideas:

.....

.....

.....

.....

.....

.....

Appendix D – Visitor survey

General information

1. Home postcode

2. Do you have a disability which affects your travel arrangements?

- ☐ Yes
- ☐ No

3. How regularly do you visit the site?

- ☐ Everyday
- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ Occasionally
- Other (please specify).....

4. What time of day do you usually visit the site?

- ☐ Morning 07:00-11:00
- ☐ Afternoon 11:00-16:00
- ☐ Evening 16:00-20:00
- Other (please specify)

5. How do you usually travel to the site?

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- Other (please specify)

10. How long does the journey to the site take you?

- ☐ Less than 15 minutes
- ☐ 16 – 30 minutes
- ☐ 30 – 45 minutes
- ☐ 45 – 60 minutes
- ☐ Over an hour

General travel information

7. Why do you choose to travel in this way?
(tick all that apply)

- ☐ Convenience
- ☐ Cost
- ☐ Health reasons
- ☐ Alternative not available
- ☐ Need to for work purposes
- ☐ Other (please specify).....

7. Do you ever use a different mode of transport?

- ☐ Yes
- ☐ No

If yes, how

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- Other (please specify)

8. How would you *prefer* to travel to the site?
(please tick only one)

- ☐ Car (on your own)
- ☐ Car (with others)
- ☐ Bus
- ☐ Train
- ☐ Motorbike
- ☐ Walk
- ☐ Cycle
- ☐ Taxi

9. How far have you travelled to the site today?

- ☐ Less than one mile
- ☐ 1 – 2 miles
- ☐ 2 – 5 miles
- ☐ 6 – 10 miles
- ☐ 11 – 25 miles
- ☐ 26 miles or more
- Please specify.....



david tucker associates

Forester House
Doctor's Lane
Henley-in-Arden
Warwickshire B95 5AW
Tel: +44(0)1564 793598
Fax: +44(0)1564 793983
inmail@dtatransportation.co.uk
www.dtatransportation.co.uk