

RIDGE

PROPERTY & CONSTRUCTION CONSULTANTS



FRAMEWORK WORKPLACE TRAVEL PLAN

Land to the north of Harts Farm way, Havant PO9 1HS

Prepared for

Salmon Property
2nd Floor
Prince Frederick House
35-39 Maddox House
London
W1S 2PP

Prepared by

Ridge and Partners LLP
Partnership House
Moorside Road
Winchester
Hampshire
SO23 7RX

Tel: 01962 834400

Project Name: Salmon – Harts Farm Way - Consultancy

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1. INTRODUCTION

1.1 Overview

1.1.1. Ridge and Partners LLP has been commissioned by Salmon Property to provide transport planning consultancy services to support the submission of a planning application for the development of a former council depot site located within Harts Farm Way Industrial Estate, Havant (Figure 1).

1.1.2. The proposed development site comprises 3982 sqm GIA of employment floorspace split into five units covering B2 (general industrial) and B8 (storage and distribution) usage. Each unit will be occupied by a different tenant.



Figure 1. Site Location (Source Google maps)

1.2 Purpose of the Report

1.2.1. A Travel Plan is a package of measures tailored to the individual needs of a site. The key aim of a Workplace Travel Plan is to inform employees and visitors of the alternatives to driving their cars to the site, to increase awareness of and promote greener, cleaner modes of travel, to reduce reliance on the private motor car and create sustainable workplaces consistent with the overarching aims of the National Planning Policy Framework.

1.2.2. The Plan is a dynamic document and will evolve over time with changing travel needs. It is not meant to be an onerous document, but is to be developed to enhance awareness of alternative modes of travel to the single occupancy private car. This document sets out how the Travel Plan will increase awareness of alternative modes of travel and encourage employees and visitors to adjust their travel habits. The Travel Plan sets out a series of measures that will be introduced at the site to encourage car sharing and travel to and from the site by non-car modes and an Action Plan detailing how and when the measures will be implemented.

1.2.3. This Framework Travel Plan will cover all five units within the site, with each site manager liaising with one Travel Plan Co-ordinator for the whole development.

1.2.4. The effectiveness of the Travel Plan will be monitored at regular intervals through a series of employee travel surveys. The Travel Plan targets will be then reviewed, and any necessary amendments made. This will ensure that the plan can be updated regularly to cater for any change in travel demand.

1.2.5. This document provides details of those personnel who need to be involved in the Travel Plan process and their role in formalising and implementing the Travel Plan, including identification of a Travel Plan Co-ordinator. It also provides information regarding current public transport and key facilities in the area.

1.2.6. This document should be read in conjunction with the Transport Assessment for the site produced in February 2018 by Ridge and Partners.

1.3 Development Scheme

1.3.1. The proposed development will be delivered in two phases. Phase 1 comprises of four buildings (Buildings 1,2,3 and 4) totalling 3160 sqm of employment floorspace including B2 and B8 in addition to 51 car parking spaces. Phase 2 comprises one building (Building 5) of 822 sqm of employment (B2 and B8) floorspace with 17 car parking spaces. Each building will occupy a different tenant and the tenants are currently unknown.

1.3.2. Phase 1 proposes a new vehicular entrance from Hermitage Park which links to Harts Farm Way. The current access to the site from Harts Farm Way will be sealed off as part of this development. Phase 2 proposes a separate vehicular entrance from Hermitage Park.

1.3.3. Associated car and cycle parking has been provided in accordance with standards as set out by Havant Borough Council and are shown in Table 1 below.

Building Number	Land Use Mix	Proposed Car Parking Numbers	Proposed Cycle Parking Numbers	
			Long Stay	Short Stay
1	414sqm B2 414sqm B8	12	2	1
2	585.5 sqm B2 585.5 sqm B8	19	4	3
3	213.5 sqm B2 213.5 sqm B8	8	2	2
4	367 sqm B2 367 sqm B8	12	2	2
5	411 sqm B2 411 sqm B8	17	3	2
Total	3982 sqm	68	13	10

Table 1: Proposed car and cycle parking numbers

1.3.4. Secure and covered long stay cycle parking will be located in a convenient location in proximity to the employee entrance.

2. POLICY OVERVIEW

2.1 National Planning Policy Framework – 2012

2.1.1. With regard to current transport policy, the National Planning Policy Framework (NPPF) recognises that “transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. It also requires that:

- *“Encouragement should be given to solutions that will help reduce greenhouse gas emissions and reduce congestion” and*
- *“Developments that generate significant movement are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised”*

2.1.2. The NPPF requires that all developments that generate significant amounts of movement should be supported by a Transport Assessment. However, it also states that *“development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.”*

2.1.3. At a more detailed level, the NPPF states that developments should be located and designed in order to:

- *Give priority to pedestrian and cycle movements and have access to high quality public transport facilities; and*
- *Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians.*

2.1.4. A key tool to assist in facilitating all of the above will be through the provision of a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.

2.1.5. In respect to parking, the NPPF states that when setting local parking standards for residential and non-residential development, local planning authorities should take into account:

The accessibility of the development;

- The type, mix and use of development;
- The availability of and opportunities for public transport;
- Local car ownership levels; and
- An overall need to reduce the use of high-emission vehicles

2.1.6. The draft revised NPPF was published on 5th March 2018, building on the first Framework. At the heart of the Framework is still a presumption in favour of sustainable development. Transport issues should be considered from the earliest stages of plan-making and development proposals, seeking opportunities to promote walking, cycling and public transport.

2.2 Planning Practice Guidance (PPG): Travel Plans (March 2014)

2.2.1. This guidance supersedes earlier guidance published by the Department for Transport (DfT) in 2009 (‘Good Practice Guidelines: Delivering Travel Plans through the Planning Process’) and has been prepared in consultation with Department for Communities and Local Government (DCLG), bringing together current practice from examples from around the country. The guidelines cover, in particular:

- When a travel plan is required;
- How the need for and scope of a travel plan should be established;
- What information should be included in travel plans; and
- How Travel Plans should be monitored.

2.2.2. The planning practice guidance provides advice on what information should be included in travel plans and on how it should be monitored. The guidance states that:

“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. Travel Plans should set 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.”

2.3 Hampshire County Council Workplace Travel Plan Guidance

2.3.1. This Travel Plan has been prepared in accordance with HCC’s Workplace Travel Plan Guidance as set out on their website www.hants.gov.uk. This includes an overview of the structure and content of a Travel Plan including examples of targets and measures.

3. SITE ACCESSIBILITY

3.1 Public Transport

3.1.1. The closest bus stops to the development are located on Park Road South, approximately 1.2km from the development site which equates to approximately a 12 minute walk. These bus stops are serviced by 3 routes; 30, 31 and 700 which provides access to Havant, Bognor Regis and Portsmouth. Routes and frequencies are shown below (Table 2).

Bus Stop	Service	Route	Approximate Frequency	Bus Operator
Solent Road	30	Havant - West Town – Hayling Island - Eastoke	4 buses per hour	Stagecoach
	31	Havant – Eastoke- Hayling Island -West Town - Havant	4 buses per hour	Stagecoach
	700	Felpham – Bognor Regis – Chichester – Southbourne – Emsworth – Havant- Hilsea – North End - Mile End - Portsmouth City Centre - Gunwharf	3 buses per hour	Stagecoach

Table 2: Bus Routes in vicinity of the site

3.1.2. The development is located approximately 1km south of Bedhampton railway station, which runs frequent services to / from Portsmouth & Southsea, Littlehampton and London Waterloo. There are footways present on both sides of Harts Farm Way between the site and rail station (one of which is a shared pedestrian/cycleway), facilitating good pedestrian access.

3.2 Walking and Cycling

3.2.1. A shared pedestrian/cycleway outside of the site on Harts Farm Way (southern side) and footway (northern side) enables good cycling and walking connections to various facilities within Havant (Photo 1). Footways connecting the development to bus stops and the train station enables connective public transport trips, therefore offering the opportunity for staff and visitors to travel by modes other than motor vehicle.



Photo 1: Shared Cycleway/footway Harts Farm Way

3.3 Sustainability of Site

3.3.1. The proposed development is located within good walking and cycling proximity to several public transport and other core amenities, potentially minimising trips generated by the development. The approximate walking and cycling distances between these amenities and the site are summarised within Table 3 below. All distances have been calculated from the centre of the site.

Name	Distance (m)	1km walking ¹	4km cycling ²
Retail			
Marks & Spencer Havant	880	✓	✓
Tesco Extra	980	✓	✓
Burger King	1,200	×	✓
Aldi	1,360	×	✓
Public Transport			
Bedhampton Rail Station	1,140	×	✓
Park Road South – Bus Stops	1,230	×	✓
Havant Rail Station	1,860	×	✓
Health			
Bosmere Medical Centre	770	✓	✓
Emsworth Specialist Practice	1,400	×	✓
Genix Healthcare Dental Clinic	1,690	×	✓
Other			
Havant Park	1,560	×	✓
Barclays Bank	1,650	×	✓
Bedhampton Sub-Post Office	1,880	×	✓
Havant Leisure Centre	2,600	×	✓

Table 3: Distance to Local Facilities¹Guidlines for Providing Journeys on Foot, IHT 2000²LTN 1/04 Policy, Planning and Design for Walking and Cycling

4. BASELINE TRAVEL MODE SPLIT

4.1 Initial Baseline

4.1.1. The principle indicator for the development of targets and objectives within a workplace Travel Plan is the modal split of travel patterns. As the new warehouses and storage/distribution units on the site have not yet been constructed, a detailed employee baseline survey is not able to be undertaken. Baseline mode splits have therefore been obtained from 2011 Census Data (excluding those not employment and those who mainly work at or from home). Data has been extracted for super output area EO2004775 Havant 014 (where the site lies) for Workplace population, Method of travel to work (2001 specification). Population and percentage splits are shown in Table 4. Mode splits for journey to work for Havant Local Authority area as a whole area are comparable with the super output area.

Super Output Area EO2004775 Havant 014		
Mode	Population	% Split
Train, underground, metro, light rail, tram	1217	9
Driving a car	9628	70
Bicycle	656	5
Pedestrian	916	7
Other method of travel to work	1388	10
Total	13805	100

Table 4: Census Data, Method of travel to work

4.1.2. Other methods of travel to work includes motorcycle, scooter or moped and taxi trips. The census data includes no data on bus travel or car sharing. When the baseline survey is undertaken these modes will be incorporated into the targets.

4.1.3. The modal travel splits in Table 4 will be used to set interim targets for this Travel Plan. The baseline employee travel survey will be undertaken within 6 months of first occupation or when 50% of the units are occupied, whichever comes sooner, and the Travel Plan targets will be revised as necessary. The survey will consist of a questionnaire sent to all employees of each unit asking about their current main mode of travel to and from the site, and willingness to change modes. Appendix A provides an example of a workplace travel survey.

5. AIM AND OBJECTIVES

5.1 Aim

5.1.1. The principle aim of this Workplace Travel Plan is to act as a tool for the provision of appropriate measures to encourage employees and visitors of the proposed warehouses and storage and distribution units to use more sustainable, healthier and lower carbon transport options whilst reducing the overall percentage of single occupancy car travel to the site.

5.2 Objectives

5.2.1. The objectives for this Travel Plan have been summarised as below:

- Achieve a 10% modal shift away from employee single occupancy car use over a 5-year period;
- Increase the modal split of cycling and public transport to and from the site;
- Increase the modal split of car sharing to and from the site;
- Raise awareness amongst employees of sustainable transport options, cycling, bus and rail infrastructure
- To continually develop, implement, monitor and evaluate progress of the travel plan towards achieving its targets.

5.2.2. It is felt that a reduction of 10% in single occupancy car trips is a challenging but obtainable target based on the site's location with reasonable access to public transport and local facilities.

6. TARGETS AND MONITORING

6.1 Targets

6.1.1. Modal travel targets provide the TPC and the Local Authority with a means to measure the performance of the Travel Plan and to adjust the range of initiatives within the Travel Plan accordingly. Targets within the Travel Plan are designed to be appropriate to the development and SMART (Specific, Measurable, Achievable, Realistic and Time-bound). The principle aim of the targets are to decrease the percentage modal split from single-occupancy vehicles and increase the modal splits of sustainable transport methods.

6.1.2. Table 5 below shows the baseline modal splits as identified within Chapter 4, as well as the mode share targets for years 1, 3 and 5 at the development. Census data did not include information on bus travel or car sharing, so these will be incorporated into the targets once the baseline survey has been undertaken.

Mode	Mode Splits (%)			
	2011 Census Data	Year 1	Year 3	Year 5
Train, underground, metro, light rail, tram	9	10	11	13
Driving a car	70	67	63	60
Bicycle	5	6	7	8
Pedestrian	7	8	9	9
Other method of travel to work	10	10	10	10
Total	100	100	100	100

Table 5. Travel Plan Modal Share Targets.

6.1.3. Table 5 shows a reduction in single occupancy car trips over five years alongside an increase in sustainable travel modes. The main focus for the development will be increasing mode share of bus usage, car sharing and cycling as it is felt that the opportunities for employees to shift to these modes are greatest. The proximity of bus stops to the site supports an increase in bus usage, and the site lies within cycling distance of a number of facilities and amenities including Bedhampton Railway Station.

6.1.4. The baseline employee travel survey, undertaken within six months of first occupation or when 50% of units are occupied whichever comes sooner, will establish which modes employees are more likely to take up, and if any barriers exist to uptake. Targets will be revised post survey within an updated Travel Plan.

6.1.5. The baseline travel survey will consist of a questionnaire to all employees within the units asking about their current main mode of travel to the site. A minimum 35% response rate is sought and if this is not achieved, the TPC will follow up with staff encouraging them to complete the survey.

7. TRAVEL PLAN MEASURES

7.1 Overview

7.1.1. This chapter of the Travel Plan outlines the measures and initiatives that will be implemented in order to promote a change within the travel patterns of employees for each of the five units. Measures can be categorised as being either 'hard', such as physical infrastructure on site, or 'soft', such as promotional materials.

7.1.2. The purpose of these measures is to achieve a reduction of single occupancy car travel and achieve a modal shift towards sustainable travel.

7.1.3. The measures outlined within this Travel Plan will be subject to review at the end of Years' 1, 3 and 5 in order to ensure their effectiveness to achieve the aims and objectives of the Travel Plan. The measures will be implemented by the Travel Plan Coordinator as discussed in Chapter 8 of the report.

7.2 Marketing and Promotional Strategy

7.2.1. The Travel Plan Coordinator will be responsible for marketing and publicity of all travel information within the site and will liaise with the management or nominated Travel Plan staff member for each of the units who will disseminate this information to their employees. A number of measures can be introduced to ensure that Travel Plan information is readily available to all staff. A Travel Plan introduction pack will be distributed to all existing staff and new starters which will include the following items:

- Introduction to the Travel Plan and its benefits;
- Promotion of car sharing;
- Public transport timetable information and a map showing location of bus stops and the railway station;
- Cycling map showing cycle routes (and cycle parking) both on and off site showing key routes and journey times to local facilities;
- Website addresses for public transport providers.

7.2.2. In addition, the TPC will promote national and local sustainable travel events such as Bike Week.

7.3 Measures to Reduce the Need to Travel

7.3.1. The managers of each unit will be encouraged to target staff recruitment, as far as is possible, from the local area. This will encourage a reduction in the number of staff travelling longer distances to work by single occupancy car trips, and have the potential to increase the number of journeys to the site via cycling, walking and public transport infrastructure.

7.4 Measures to Raise Awareness of the Travel Plan

7.4.1. It is important that new and potential employees are made aware of the implementation of the Travel Plan and its objectives. New staff members will be given information relating to sustainable travel from the

commencement of their employment. This will include car sharing information, cycling routes within the area as well as local bus timetables. The provision of this information from the start of their employment with the company will ensure that the objectives of the Travel Plan are established at the earliest opportunity.

7.5 Measures to Promote Car sharing

7.5.1. Car sharing for employees will be promoted through the staff induction packs, and co-ordinated by the TPC for the site. Anyone interested in the scheme would speak to the TPC who will coordinate the necessary activities.

7.5.2. A number of dedicated car share parking spaces could be designated near the main entrance points to the building as an incentive for staff to participate. In addition, the TPC could promote car sharing by organising certain days where car sharers could be given (for example) a free coffee or pastry when they arrive in the morning.

7.6 Measures to Promote Cycling

7.6.1. Cycling is often the quickest mode of travel over short distances within urban areas whilst also enabling people to take up regular exercise to improve their health and wellbeing. As identified from the baseline travel survey there are opportunities to increase cycling uptake amongst staff due to existing cycling infrastructure and connectivity to the train station.

7.6.2. Cycling to work (either from home or as a connection from Bedhampton rail station) will be promoted within the workplace through the provision of secure long stay cycle parking on site, and information on cycling including maps and routes given to all existing and new employees. In addition, shower and changing facilities will be provided on site for employees. Short stay cycle parking will also be provided for visitors to the site.

7.6.3. The government backed Cycle to Work Scheme will also be promoted to all employees via the TPC which allows savings of up to 48% to be made on the purchase of bikes and bike accessories for travel to work.

7.7 Promoting Public Transport

7.7.1. Encouraging the use of public transport is an effective means of reducing car dependency, especially for those who do not wish to walk or cycle and/or those who need to travel relatively long distances. Bus travel to and from the site will be promoted through communication from the TPC and also by the provision of local bus timetables to employees.

7.8 Visitor Travel

7.8.1. Alongside employee trips, the Travel Plan also aims to encourage any visitor journeys to the site to be made, as much as practicable, by sustainable modes of transport. The TPC will encourage each company to have details on how to access the site via public transport on their websites.

8. MONITORING AND REVIEW

8.1 Overview

8.1.1. Salmon Property will have overall responsibility for this Workplace Travel Plan and the relevant obligations, including the appointment of the Travel Plan Co-ordinator (TPC), who will be responsible for managing the Travel Plan, including its ongoing implementation and review. The TPC will liaise directly with the manager of each unit who will then pass on information to their staff.

8.1.2. The TPC role will be funded by Salmon Property through site management. The name of the allocated or appointed TPC will be confirmed when the Full Travel Plan for the site is produced, but is likely to be a nominated person within the estate management team.

8.1.3. The name and contact details of this TPC will be notified to the Travel Plan Advisor at Hampshire County Council upon appointment. The role will terminate upon completion of the five-year review and submission of the final Year Monitoring Report to HCC. It is envisaged that the TPC will dedicate 2-3 hours a week to Travel Plan duties however there will be a higher level of input at review times when surveys are being carried out.

8.1.4. The role and responsibilities envisaged for the TPC are set out as follows and will be kept under review, in keeping with the evolving nature of the travel plan:

- Promoting the Travel Plan to managers of the five units including disseminating information on the Travel Plan, travel surveys, measures and incentives to staff on a regular basis
- Establishing contacts within the local community including public transport operators, cycle shop owners, local planning and highway authorities;
- Leading on the implementation of all travel plan measures;
- Communicating information to unit managers regarding relevant national, regional and local initiatives related to the promotion of sustainable travel;
- Conducting Staff Travel Surveys at or around the end of Years 1, 3 and 5 and submitting Travel Plan Monitoring Reports to HCC

8.1.5. The Travel Plan Co-ordinator will actively engage with HCC to discuss the progress of the Travel Plan including the addition, variation or removal of any measures as the plan progresses and evolves.

8.2 Monitoring and Review Framework

8.2.1. A programme of monitoring and review will be implemented by the TPC to evaluate the effectiveness of the Travel Plan measures. This will include:

- **Employee Baseline Travel Survey.** This will be conducted within six months of first occupation, or when 50% of units are occupied whichever comes sooner. This Travel Plan and targets will be updated following the baseline survey.

- **Year 1, 3 and 5 Travel Survey.** This will be a repeat of the baseline travel survey to understand how employee travel patterns have changed over time and which measures have been successful in relation to mode shift.
- **Year 1, 3 and 5 Travel Plan Monitoring Report:** this will be compiled by the TPC to summarise travel survey results, report on the implementation status of the travel plan measures and performance of the travel plan in relation to the mode shift targets. A copy of this monitoring report will be submitted to the HCC, as well as disseminated to managers of the units.

8.2.2. Monitoring will be undertaken during neutral months where possible, and will be carried out at the same or similar time of year on each occasion.

8.3 Ownership and duration

8.3.1. The TPC role has been identified in Section 8.1. The ownership of the Travel Plan and TPC role will be maintained by Salmon Property throughout the lifetime of the plan.

8.3.2. Following submission of the Year 5 Travel Plan Monitoring report to the Local Authority, and assuming the Travel Plan targets have been met, through travel patterns and behaviour being well established, the requirements for a sustainable development will have been achieved. Whilst the Local Authority will not continue to review the Travel Plan, the importance of the Travel Plan remains, and Salmon Property should continue to promote sustainable travel.

8.3.3. If mode share targets are not met within 5 years of completion it would be necessary to implement remedial measures, and if this is the case the occupier will support a three-year extension of the TPC role.

8.4 Securing the Travel Plan and Enforcement

8.4.1. The TPC will seek support and guidance as necessary from the HCC Travel Plan Advisor, in addition to reporting on the travel plan monitoring reviews, to ensure that the plan is effective in meeting its objectives.

8.4.2. If the proposed fifth year review targets are not achieved, measures and initiatives will be further developed, and a new travel survey and review undertaken two years later.

8.4.3. These measures would be targeted towards specific modes where the targets are not being met and will be implemented by the TPC and may include:

- Provision of further cycle parking;
- Further incentives for car sharing; or
- Increased travel behaviour change initiatives such as travel awareness campaigns.

8.4.4. The TPC will review the measures proposed and make recommendations to the Local Authority, who will help make the decision as to which contingency measures should be pursued.

9. ACTION PLAN

9.1 Overview

9.1.1. Table 6 below provides an indication of the timescale and responsibility for the Travel Plan measures outlined in Chapter 7. The Action Plan is not intended to be an exhaustive list, but aims to provide an overview of the type and scale of measures to be included within the implementation of the Travel Plan.

Travel Plan Action	Description	Short/Medium /Long Term	Time Scale	Responsibility
Submit Full Travel Plan for written approval	Submitting a Full Travel Plan to the council for comments and revise the TP if required	Short Term	Prior to first occupation	Salmon Property
Appoint a Travel Plan Co-ordinator	Appointment of a TPC in house to manage the Travel Plan and its monitoring process.	Short Term	Post Planning Permission	Salmon Property
Provide Unit managers with a Travel Plan Introduction Pack	Information booklets incl. pedestrian route map, cycle route map and public transport route maps and timetables are to be provided to managers to distribute to employees	Short Term	After appointment of TPC	TPC
Set up a car share system for employees	The TPC to encourage staff members who want to car share to appropriate lifts	Medium/Long Term	After appointment of TPC	TPC
Designate a number of car share parking spaces (according to demand) close to building entry points	Provision of an incentive to staff to car share	Medium/Long Term	After appointment of TPC	TPC
Promotion of local and National sustainable transport events e.g. Bike Week	Promoting sustainable travel	Medium/Long Term	After appointment of TPC	TPC

Promotion of government backed Cycle to Work Scheme	Promoting cycling as a sustainable mode of travel	Medium/Long Term	After appointment of TPC	TPC
Year 1,3, 5 Staff Travel Surveys	Part of ongoing monitoring process.	Long Term	Years 1,3 and 5 after Travel Plan approval	TPC
Production of monitoring report after Year 1,3 and 5	To update targets and inform Council on mode shift and success of measures	Long Term	After years 1,3 and 5 travel surveys	TPC

Table 6. Action Plan.

APPENDIX A: EXAMPLE BASELINE TRAVEL SURVEY QUESTIONNAIRE

Employee Travel Survey

1. About You

This travel survey is designed to help us understand how you travel to work and your reasons for travelling in this way. This information can then be used to hopefully improve your journey to work.

The data that you submit in the following sections will only be used for this travel survey. Data will only be published in aggregated form, therefore no individual will be identifiable. No data will be kept for longer than is necessary for these purposes and none will be passed to third parties.

Please remember to press SUBMIT once you have completed the online survey.

1. Which organisation do you work for?

2. Gender

☐ Male

☐ Female

3. Age

☐ 16-19

☐ 20-29

☐ 30-39

☐ 40-49

☐ 50-59

☐ 60+

4. Home postcode (optional - only the first half of your postcode is required)

5. Do you consider yourself to have a disability which affects the way in which you can travel to work?

☐ No

☐ Yes (please give details)

Employee Travel Survey

2. Your Travel Choices

6. Which of the following options best describes your working hours?

- ☐ Full time
- ☐ Part time (less than 37 hours per week)
- ☐ Part time (less than 3 days per week)
- ☐ Shift work
- ☐ School term time only
- ☐ Weekend working
- ☐ Night working

7. What is your main mode of travel to work? (If you use more than one of the below options indicate which mode you spend the most time/furthest distance on)

- ☐ Walk
- ☐ Car alone
- ☐ Car share (as a passenger)
- ☐ Car share (as the driver)
- ☐ Cycle
- ☐ Bus
- ☐ Staff Minibus
- ☐ Train
- ☐ Walk then Train
- ☐ Cycle then Train
- ☐ Drive then Train
- ☐ Lift then Train
- ☐ Motorcycle
- ☐ Ferry
- ☐ Taxi
- ☐ Work from home
- ☐ Other

Employee Travel Survey

8. How often do you travel this way? (If 'every day' only tick one mode)

	Every day	2-3 times a week	At least once a week
Walk	☐	☐	☐
Car Alone	☐	☐	☐
Car Share (as a passenger)	☐	☐	☐
Car Share (as a driver)	☐	☐	☐
Cycle	☐	☐	☐
Bus	☐	☐	☐
Staff Minibus	☐	☐	☐
Train	☐	☐	☐
Motorcycle	☐	☐	☐
Ferry	☐	☐	☐
Taxi	☐	☐	☐
Work from home	☐	☐	☐
Other	☐	☐	☐

9. What influences your travel choice? (please enter an answer for each statement)

	Very important	Important	Not important
Lack of alternatives	☐	☐	☐
Cost	☐	☐	☐
Convenience and Comfort	☐	☐	☐
Personal Safety	☐	☐	☐
Environmental Concerns	☐	☐	☐
Health and fitness	☐	☐	☐
Parking issues	☐	☐	☐
Avoiding congestion	☐	☐	☐
Need car for my work	☐	☐	☐
Additional journeys before/after work	☐	☐	☐

Employee Travel Survey

10. How far is your place of work from your home?

- ☐ Less than a mile
- ☐ 1-2 miles
- ☐ 3-5 miles
- ☐ 6-10 miles
- ☐ 11-20 miles
- ☐ More than 20 miles

11. How long does your journey from home to your place of work usually take?

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

12. What time do you usually arrive at your place of work?

- ☐ Before 8am
- ☐ 8am - 9am
- ☐ After 9am
- ☐ Work from home

13. What time do you usually leave your place of work?

- ☐ Before 5pm
- ☐ 5pm - 6pm
- ☐ After 6pm
- ☐ Work from home

Employee Travel Survey

3. Car drivers

14. If you travel by car to your place of work, where do you usually park?

- ☐ At your place of work
- ☐ Public car park
- ☐ On street (another location)
- ☐ Park and Ride
- ☐ Other (please specify)

15. If you were unable to drive to work on a given day, what would you do?

1st choice	
2nd choice	
3rd choice	

Employee Travel Survey

4. Business travel and incentives

16. When you make a business journey (i.e. attending a meeting in another location or any journey for which you claim travel expenses) how do you usually travel? (If always only tick one mode)

	Always	Very often	Occasionally
Bicycle	☐	☐	☐
Bus	☐	☐	☐
Train	☐	☐	☐
Car (own)	☐	☐	☐
Car (lease/hire)	☐	☐	☐
Car share	☐	☐	☐
Motorcycle	☐	☐	☐
Taxi	☐	☐	☐
Walk	☐	☐	☐

Other (please specify)

17. Please indicate the extent to which you have used each of the following

	Always	Sometimes	Never	Option not available to me
Working from home	☐	☐	☐	☐
Flexi time	☐	☐	☐	☐
Flexi leave	☐	☐	☐	☐
Compressed hours (e.g. 9 day fortnight)	☐	☐	☐	☐
Video/tele conferencing	☐	☐	☐	☐

18. Are you aware of any incentives or discounts offered through your employer to help with your travel to work?

☐ Yes

☐ No

Employee Travel Survey

19. If yes, do you make use of any of them?

☐ No

☐ Yes (please specify)

If you have any questions regarding your journey to work please contact the Workplace Travel Plan team at Hampshire County Council at workplace.travelplans@hants.gov.uk

