

Ahmarra Group Travel Plan

March 2018

Site Overview

Business address – Plot 2, Harts Farm Way, Havant, Hampshire, PO9 1JN

The business specialises in the manufacturing of performance timber doorsets.

Building Location – The building is located near Havant Retail Park in Havant, Hampshire and is located close to Bedhampton and Havant rail stations – both being within less than a one mile radius. The building is close to the A27 with good road and bus access.

Site access – There is good access for vehicles, cyclists and walkers along to the site, the local railway stations offer access to the site on foot or could be used for commuting.

There will be provision for up to 60 parking spaces for cars if required including 5 for visitors and two spaces for disabled users to drive up to the door of the building, there will be provision for storing 10 cycles within the building.

Employees

- There are currently 57 full-time employees and 5 part-time employees.
- Employees are encouraged to car share, with six people currently car sharing, nine commuting by cycle and six that walk or use public transport.
- Four can work remotely from home to minimise car usage and commute outside of peak times and have the flexibility to do this.
- New employees will be recruited locally if possible.

Our Mission Statement

Benefits and Aims of Travel Planning

- Contribute to improved health
- Minimise environmental damage
- Reduce noise pollution
- Lower individual group travel costs
- Staff integration
- Lower business travel costs
- Support staff in healthier living and being more active in line with government incentives such as Change 4 Life

To help achieve these aims Ahmarra plan to:

1. Distribute and display information detailing local footpaths and cycle routes to all staff and visitors.
2. Distribute and display information on local rail and bus travel and car sharing scheme.
3. Promote cycling, walking and car sharing.

4. Liaise with the local council to ascertain benefits of promoting healthier lifestyles for employees and commuting options with any incentives.
5. Explore establishment of salary sacrifice cycle loan scheme for cycles and bus passes.

Current Usage:

We have undertaken a survey to ascertain the means used by staff to travel to work at the new premises, once operational. (This doesn't include the proposed staff increases):

Solo by car – 39
Car share – 6
Motor Cycle - 2
Cycle - 9
Walk - 3
Public transport – bus or train - 3

It is expected that due to rising costs of car ownership, the rise in awareness of green issues and awareness of keeping healthier life styles, that employees should be converted to walk or cycle in due course - if they reside within a reasonable distance of the business premises, including advocating walking to work, or commuting by bus or rail.

Ahmarra will look into supporting this.

Targets:

1. Ahmarra will look into introducing a salary sacrifice scheme and support staff with being able to purchase annual bus passes for local transport providers through a salary sacrifice scheme or fund this in part (or wholly as a staff benefit) within the first 12 months of being at the new building.
2. A secure area to keep cycles on site will be provided to accommodate cyclists.
3. Ahmarra will look into providing showers and lockers at site to accommodate cyclists to be able to attend to personal care once arriving at work, to make cycling more attractive to staff.
4. Ahmarra will advocate home working as far as possible and practicable for the senior team of managers using technology and conference calling to reduce environmental impact and ease congestion at peak commuting times.
5. Car sharing will be advocated by the Directors for all staff where staff are located within a reasonable distance and will also advocate employees to use national car sharing schemes as www.carpooling.co.uk

Monitoring

- We will continually encourage and inform employees of the benefits of sustainable travel to work.
- We will undertake a travel survey on an annual basis to monitor travel methods and use the results as an instrument to address areas which may need attention.
- The table below details our Travel Plan actions and indicates the person responsible for the monitoring and administering the travel plan.
- The Travel Plan will be constantly monitored and has Director support has been given to move the agenda forwards.

- Salary sacrifice schemes will be investigated for bus/rail passes and also cycle salary sacrifice schemes.

Action	Action Date	Person responsible
Information/publicity	On moving to the new premises.	Tim Doran
Travel survey	Within a month of moving to the new premises, and annually thereafter.	Tim Doran
Co-ordinator meetings	As and when organised	Tim Doran

Contact Details for Travel Plan Coordinator as follows:

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