McCormack House, 56A East Street, Havant

TRAVEL PLAN

April 2024

Outcomes First Group Ltd

EDUCATION DEVELOPMENT
MCCORMACK HOUSE
56A EAST STREET, HAVANT

TRAVEL PLAN

CONTROLLED DOCUMENT

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1. INTRODUCTION

1.1 This Travel Plan (TP) has been prepared by Paul Basham Associates on behalf of Acorn Education and Care Ltd to support a change of use application from office to a special education school at McCormack House, 56A Street, Havant. This TP is intended to be a Full Travel Plan.

1.2 The site is situated within Havant circa 300m southeast of Havant Town Centre along East Street. The site is bound by East Street to the north, Town End Car Park to the east, and residential housing to the south and west. The site also lies east of 56 East Street, The Spring Arts and Heritage Centre, with a theatre, café, museum and workshops supporting community events. The site location is illustrated in **Figure 1**, with the site layout included as **Appendix A**.

Figure 1: Site Location

1.3 The development proposals are to accommodate the site becoming an Acorn Education School. This would provide a 70-pupil school for children with complex needs (behavioural, emotional, social or learning needs, or a combination of them). It is proposed that the existing access onto East Street would be retained and used for the school. Given the nature of the school, pupils will not be able to travel independently and therefore this TP will focus on the travel patterns and how to promote sustainable travel to staff members. Outcomes First Group have supported the development of this TP, with their supporting statement below from Tim Brown, Head of Development at Outcomes First Group Ltd:

Outcomes First Group have been involved in the production of the Travel Plan for this school, which has been submitted to Hampshire County Council for approval. The plan has been written to ensure that sustainable travel to and from the school is promoted to staff, detailing various method of getting to

and from the school. Our aim is always to promote sustainability to staff and our visitors where possible.

1.4 It is anticipated that the school would operate between the hours of 8:30 and 15:00 with occasional extracurricular activities such as after school clubs and breakfast clubs taking place outside of these hours. There will be a staggered intake of pupils between approximately 08:00am - 09:30am.

1.5 In addition to this TP, a Transport Statement has been prepared, outlining the anticipated impacts of the development in relation to transportation and highways. Therefore, this Travel Plan should be read in conjunction with that document.

Purpose of the Travel Plan

1.6 A TP is a strategy for managing travel demand to a development site by addressing the travel needs of its future users, reducing the impact of car travel by promoting and facilitating the use of sustainable modes of transport, encouraging a reduced need to travel and increasing sustainable travel practices where appropriate. This TP supports access to a full range of local facilities and activities for future site users, whilst encouraging good design principles and working with the local community.

1.7 A TP is an evolving process initiated by a front-loading exercise through site visits, the completion of a TP, and frequent meetings and conversations between its authors (Paul Basham Associates), the client (Acorn Education and Care Ltd) and the Local Authorities (Havant Borough Council and Hampshire County Council). As such the TP will develop over time following feedback received from monitoring exercises, local developments in sustainable transport and other external factors.

Travel Plan Principles

1.8 A successful TP must follow a set of principles to be determined acceptable and create a sustainable development. A TP must be Transparent, Realistic, Achievable, Committed, Enforceable and Sustainable (TRACES), as outlined in HCC guidance. This TP therefore aims to demonstrate that there are sustainable local travel options available, and measures proposed, along with an implementation and monitoring strategy.

Travel Plan Structure and Approach

1.9 This TP will follow the following structure:

- Chapter 2 – Travel Plan Policy
- Chapter 3 – Existing Site Conditions and Local Accessibility
- Chapter 4 – Proposed Development
- Chapter 5 – Indicative Baseline and Targets

- Chapter 6 – Travel Plan Strategy
- Chapter 7 – Implementation and Monitoring
- Chapter 8 – Summary

2. TRAVEL PLAN POLICY

2.1 This TP has been produced in accordance with relevant national, regional, and local policy. For reference this includes:

- National Planning Policy Framework (NPPF) (September 2023)
- LTN 1/20 Cycle infrastructure design (July 2022)
- CIHT's 'Planning for Walking' (2015)
- CIHT's 'Buses in Urban Developments' (2018)
- DfT's Manual for Streets (2007)
- Hampshire County Council's (HCC) Local Plan 4 (LTP4) (February 2024)
- HCC's 'A Guide to Development related Travel Plans' (January 2009)
- Hampshire Healthy Weights Strategy (2022-2026)
- Havant Borough Council's (HBC) Adopted Core Strategy (2011 – 2026)
- Havant Borough Council's (HBC) Parking Supplementary Planning Document (SPD) (September 2019)

National Planning Policy Framework (NPPF)

2.2 The NPPF (September 2023) acts as the central guidance for development planning. As defined in NPPF Annex 2: Glossary, a Travel Plan is '*a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed*' and is a requirement for developments which generate a significant amount of movement. The following NPPF paragraphs are relevant to the Travel Plan:

Transport issues should be considered from the earliest stages of plan-making and development proposals, so that: *a) The potential impacts of development on transport networks can be addressed;* *b) Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;* *c) Opportunities to promote walking, cycling and public transport use are identified and pursued;* *d) The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and* *e) Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.* ***(NPPF Para.104)***
The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making. ***(NPPF Para.105)***
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. ***(NPPF Para. 113)***

LTN 1/20 Cycle infrastructure design

2.3 LTN 1/20 provides guidance to local authorities on delivering high quality cycle infrastructure including:

- Planning for cycling
- Space for cycling within highways
- Transitions between carriageways, cycle lanes and cycle tracks
- Junctions and crossings
- Cycle parking and other equipment
- Planning and designing for commercial cycling
- Traffic signs and road markings
- Construction and maintenance

2.4 This Local Transport Note provides guidance and good practice for the design of cycle infrastructure, in support of the Cycling and Walking Investment Strategy. The scope of the document is limited to design matters. Further reading on related matters, helpful tools and advice on procedural issues are included in the Appendices. Local Transport Note (LTN) 1/20 replaces previous guidance on cycle infrastructure design provided by LTN 2/08, and accordingly LTN2/08 is withdrawn.

CIHT's 'Planning for Walking'

2.5 The Chartered Institution of Highways and Transportation's (CIHT) 'Guidelines Planning for Walking' details the following:

- The characteristics fi pedestrian journeys
- The benefits of walking
- Factors that discourage walking and how they can be overcome
- The legal framework that applies to pedestrians
- The way that plans and strategies for pedestrian travel are developed

CIHT's 'Buses in Urban Developments'

2.6 CIHT's 'Buses in Urban Developments' sets out the requirements of bus services to enable them to have a major role in connecting developments in an efficient way with long-term viability. The key messages with regard to this are as follows:

- New developments should be sufficiently compact or dense to generate demand that will support highfrequency bus services with long-term viability
- The layout of streets and paths in new developments should facilitate direct and efficient bus operation, with direct and pleasant walking routes to bus stops

- Buses should be integral to the urban fabric, aided by a set of spatial planning policies that cascade logically from the governing spatial plan to the development management regime, together with local transport policies that satisfy this aim
- Good bus services should be available from the occupation of any new development, either through proximity to existing routes or through the provision of new or extended routes

DfT's Manual for Streets

2.7 The Department for Transport's Manual for Streets aims to assist in the creation of streets that:

- help to build and strengthen the communities they serve
- meet the needs of all users, by embodying the principles of inclusive design
- form part of a well-connected network
- are attractive and have their own distinctive identity
- are cost-effective to construct and maintain
- are safe

HCC Local Transport Plan 4 (LTP4) (February 2024)

2.8 LTP4 sets out core policies which are used to determine how HCC plans and delivers all aspects of transport. LTP4 provides information on the vision for 2050, transport policies, a roadmap for 2050 and wider strategies. The policies most relevant to this TP are as follows:

Policy C1: Putting people and places at the heart of our decisions • Promotes a shift away from 'planning for vehicles' to 'planning for people' and 'planning for places'. • Requires transport solutions to be developed in light of our new Movement and Place Framework, our Road User Utility Framework and a 'Healthy Streets' approach. • Establishes our 'Ten Point Plan' for a more equitable transport system.
Policy C3: Transport strategies and schemes to be developed in accordance with consideration of all users • Requires the application of our Road User Utility Framework (which complements the Movement and Place Framework) to ensure that local infrastructure and how we manage it does not exclude those who cannot drive or choose not to. • Focuses not just on safety, but also the usefulness of infrastructure and spaces by different modes
Policy C5: Support local living and reduce demands on transport • Promotes community-led place and transport improvements and enables residents to make greater use of local services and facilities. • Supports measures to enable people to 'live locally' and access many of their daily needs within a 20 minute walk of their home ('20 minute neighbourhoods'). • Supports the roll out of superfast/gigabit broadband to enable home working and online access to services, so that people can travel less.
Policy C6: Encourage sustainable travel behaviour • Sets out the need for raising awareness of alternative travel options and behaviour change initiatives (e.g. travel planning), in addition to developing transport infrastructure which will provide affordable, safe, attractive and easy to use alternatives to the private car. • Supports the requirement for a 10% reduction (approx.) in car use (vehicle-kilometres) by 2030.

HCC's 'A Guide to Development Related Travel Plans'

2.9 This document provides guidance on the preparation of Travel Plans including thresholds for requiring a Travel Plan, guidance on what to include in Travel Plan and the management and monitoring process.

Hampshire Healthy Weights Strategy

2.10 The Hampshire Healthy Weights Strategy aims to reduce or level off the prevalence of overweight and obesity through three overarching strategic objectives which are:

- To support places and communities to enable residents to achieve a healthier weight
- To work with health, care, education and community settings and systems to promote healthier weight across the life course
- To reduce inequalities in health by focusing on people and populations most at risk

HBC's Adopted Core Strategy

2.11 HBC's Core Strategy (2011) is a long-term strategy that seeks to shape and guide new developments in Havant Borough. The Core Strategy proposes a policy framework for new developments. The Core Strategy proposes the following:

2.12 "In 2026 Havant Borough will be a cleaner, safer and more prosperous place. It will be a place where people of all ages and circumstances will want to live, visit or work. It will be a sought-after location, well known as the home of windsurfing and for its superb Solent coastline. It will be widely recognised for its sustainable, innovative and high-quality design developments and the stewardship of its natural and built environment."

2.13 HBC's Core Strategy also identifies the importance of development Travel Plans and Transport Assessments as a way of supporting the above aim. This TP and the accompanying TA seek to ensure that the proposed development supports and complements the following policies:

Policy CS19 Effective Provision of Infrastructure

Development will be permitted where:

- It ensures that it makes the most effective use of existing infrastructure, including opportunities for co-location of facilities.
- It ensures that if there is a proven need for additional infrastructure, a programme of delivery has been agreed with the relevant infrastructure provider that coordinates contributions from the development with other investment streams before development begins.
- A programme of delivery of improved or new infrastructure needs to be agreed; the nature, scale and phasing of any infrastructure will be commensurate with the form of the development and its potential impact upon the surrounding area.
- A programme of delivery of improved or new infrastructure is agreed so that the facilities being provided are accessible by a range of transport modes and meet the needs of the borough's community.
- It promotes the creative multifunctional use of existing and proposed facilities.
- It ensures that new infrastructure supports the local economy.

- It ensures that decisions on the provision of infrastructure are taken on the basis of whole-life costing.
- It safeguards the requirements of infrastructure providers, in particular relating to bus corridor enhancements, telecommunications equipment (particularly high speed broadband), electricity power lines, high pressure gas mains, educational facilities, particularly those due for improvement under Building Schools for the Future, health facilities at Oak Park, flood protection measures, aquifer protection areas, a winter storage reservoir at Havant Thicket, additional water treatment infrastructure at Kingscroft Farm and Bedhampton Springs in Bedhampton and waste water treatment works at Budds Farm.
- It does not result in the loss of flood protection, education, health, social and other publicly-provided community buildings, structures or services, except where it is part of a service provider's plans to provide improved local services in equally accessible locations.

Policy CS20 Transport and Access Strategy

Development will be permitted that:

- Is consistent with and contributes to the implementation of the 'Reduce, Manage and Invest' strategy;
- Does not increase congestion and promotes better use of existing transport networks;
- Improves accessibility to goods, services and employment and promotes equality in the transport system;
- Provides transport management measures to ensure the safe and efficient operation of the strategic and local road network;
- Ensures that highway design responds positively to the characteristics of the area and delivers a high quality public realm for all users; and
- Maintains or improves the range of transport modes accessible to the users of the development site with specific emphasis on public transport, especially high quality/frequency buses and includes walking and cycling where appropriate.
- Improves highway, cycling and pedestrian links between the western built up area of the borough (centred on Havant) to create a strong east/west communication axis that passes through Dunsbury Hill Farm/Leigh Park.

HBC's Parking SPD

2.14 HBC's Parking Supplementary Planning Document sets out the off-street parking standards relating to new developments in the Borough. Guidance is given on the levels of car, cycle, motorcycle and disabled parking that should be provided. The inclusion of design advice demonstrates how car parking should be integrated into a high-quality external space that is accessible to all. The document also defines Accessibility Zones within the Borough, where lower levels of parking may be acceptable. In addition, the document sets out the circumstances in which developers will be required to submit a Travel Plan to support a planning application.

2.15 This TP has been written in accordance with the above policies to meet the sustainable requirements for new developments within Havant and increase the modal share of alternative transport options for the benefit of the proposed development and wider community.

3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY

3.1 The site is located in Havant c.300m from the Town Centre along East Street. The site is currently an office building with an extensive car park for over 50 cars, with 5 spaces provided to the north and the majority of spaces provided to the south. Part of the car park is retained by the council for pay and display and is known as the Town End House car park. To prevent unauthorised use of the car park associated with the existing office ANPR parking cameras are provided to monitor vehicles utilising the site car park.

3.2 There are 4 other educational facilities located within 700m of the site with Fairfield Infant School and Glenhurst Nursery and Pre-School located to the north, Warblington School located to the northeast, and Bosmere Junior School located to the southwest. The site is also located nearby to plenty of residential housing allowing staff/visitors to only have to travel a short distance as part of their commute and promoting the use of more sustainable travel means where possible. Walking and cycling isochrone maps in 5 minute intervals can be seen in **Figures 2** and **3**.

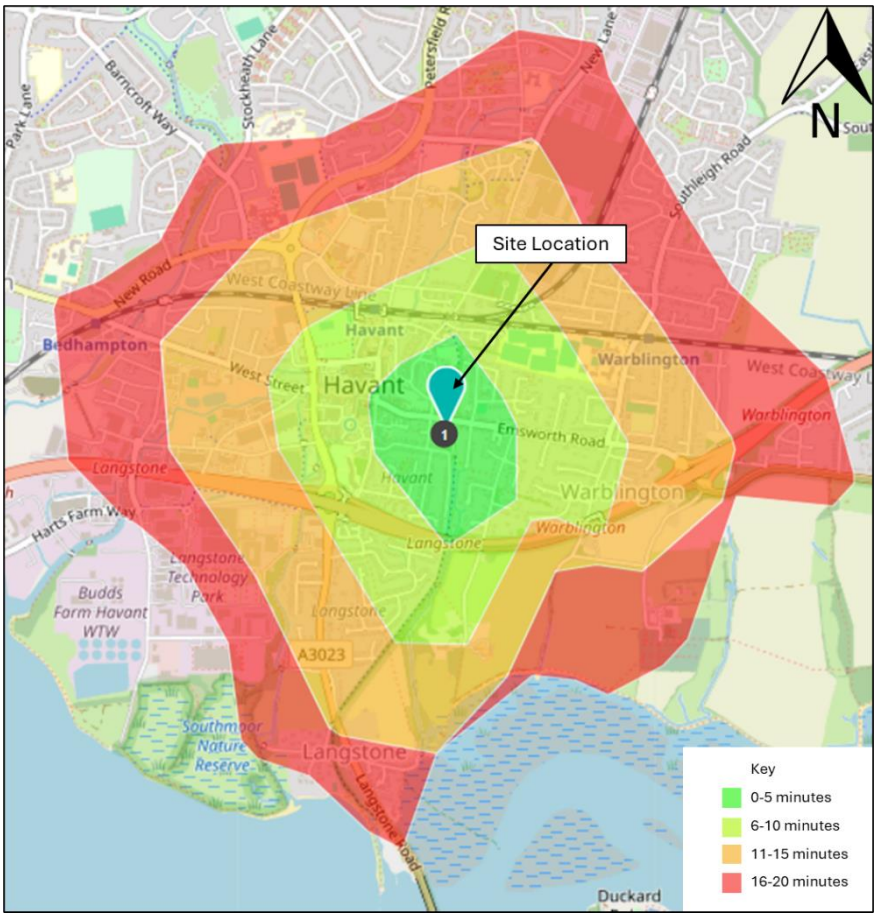


Figure 2: Walking Isochrone Map

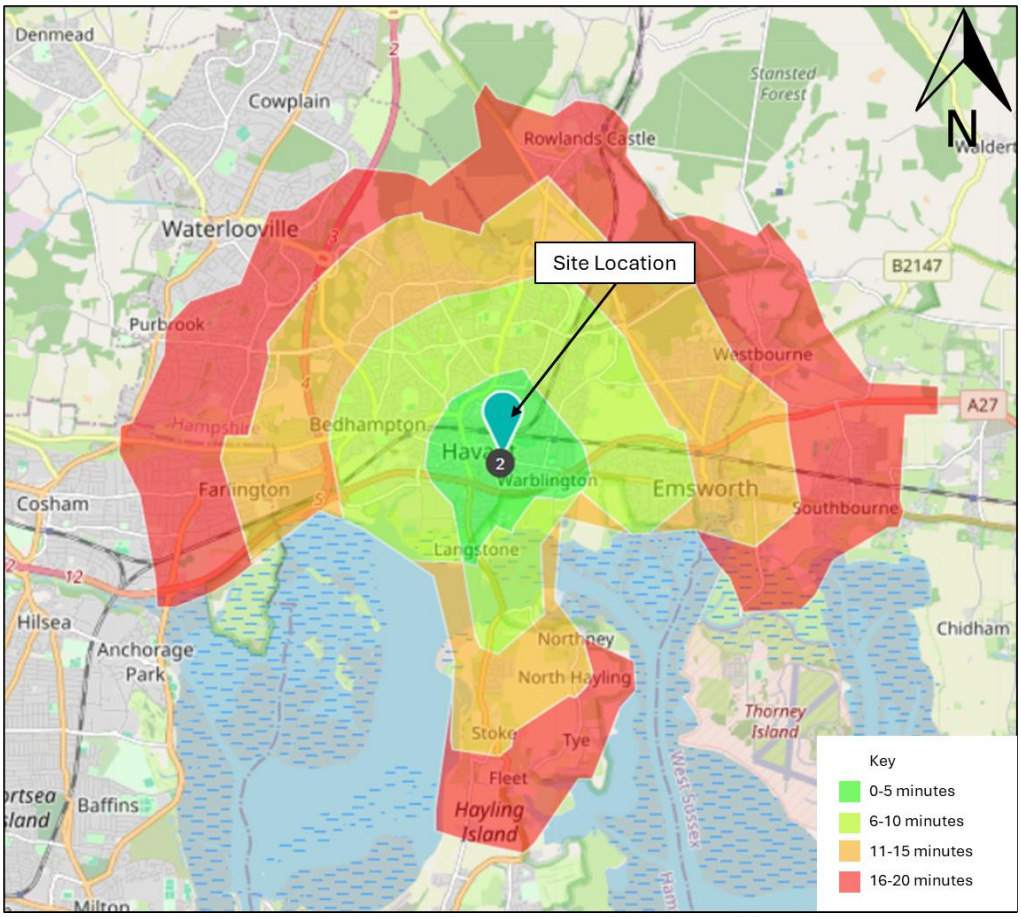


Figure 3: Cycling Isochrone Map

Local Road Network

3.3 The existing site is serviced from East Street which facilitates travel for both eastbound and westbound directions with both sides flanked by a footway. In addition, East Street benefits from demarcated cycleways on the carriageway in both directions. The existing access forms a bellmouth arrangement which benefits from dropped kerbs and tactile paving to support the safe crossing of pedestrians.

3.4 East Street has a speed limit of 30mph and becomes Emsworth Road c.100m east of the site entrance. At its western extent East Street becomes North Street at the junction between West Street and South Street. The access and existing conditions can be seen in **Photographs 1 – 3**.

Photograph 1: Existing access from East Street

Photograph 2: Existing conditions on East Street

Photograph 3: Existing conditions on East Street

3.5 Town Hall Road runs north/south along the western boundary of the site connecting East Street with Grove Road. The road has a footway on both sides of the road north of Footpath 57 where upon reaching the footpath, the footway only remains on the western side of the road. The road has double yellow lines for the whole extent with a layby near the junction with East Street. Existing conditions can be seen in **Photographs 4** and **5**.

Photograph 4: Existing conditions along Town Hall Road

Photograph 5: Existing conditions along Town Hall Road

3.6 Grove Road runs east/west partially along the southern boundary of the site and both sides are flanked by a footway. The road is a residential road with a speed limit of 30 mph and has an abundance of on street parking which is mainly in use by residents. Existing conditions are show in **Photographs 6** and **7**.

Photograph 6: Existing conditions along Grove Road

Photograph 7: Existing conditions along Grove Road

Pedestrian Network

3.7 The local footway network benefits from gentle topography which makes it attractive for use by pedestrians. The site is located near a number of Public Rights of Way (PRoW) routes which are shown in **Figure 4**.

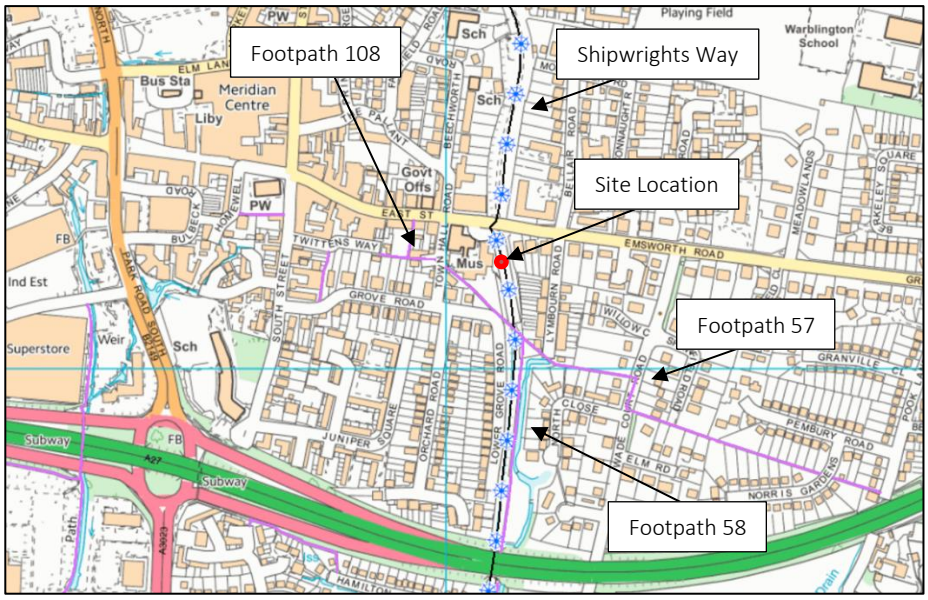


Figure 4: Public Rights of Way (PROW) in the vicinity of the site

3.8 Shipwrights Way runs along the eastern boundary of the site and is a 50-mile long distance path for walkers, cyclists, and horse-riders, linking the towns and villages of East Hampshire. The route runs from Alice Holt Forest southwards over the South Downs and all the way to the sea, finishing at Portsmouth Historic Dockyard. Within Havant, Shipwrights Way runs through the centre of the Town providing easy access to the site from much of Havant by walking and cycling.

3.9 Footpath 108 connects Twittens Way, Town Hall Road and East Street. Footpath 57 connects Pook Lane with Town Hall Road and runs across the southwestern border of the site. Footpath 58 runs alongside Shipwrights Way and connects Footpath 57 with the Hayling Billy Trail. These footpaths connect the site to the residential areas surrounding the site and facilitate access to the local facilities in the town centre by giving access to more traffic free roads for safer walking.

Cycle Network

3.10 The gentle topography of the area also lends itself well to cycling. National Cycle Route 2 and 22 both run in the vicinity of the site. National Cycle Route 2 runs through the car park adjacent to the site and also runs through the access onto East Street. Route 2 runs along the south coast of England from Dover in the east to St. Austell in the west. National Cycle route 22 connects with Route 2 c. 350m north of the site and links London with Portsmouth and then Brockenhurst via the Isle of Wight. A map of the National Cycle Routes in relation to the site can be seen in **Figure 5**.

Figure 5: Cycle routes located within the vicinity of the site

3.11 In addition to the routes in **Figure 5** the Havant Borough Cycle Network runs east/west along East Street facilitating cycle travel around Havant. Once again, these cycle routes connect the site to the residential areas to the north, east and south facilitating travel to the site by cycle for staff and abled pupils. The Havant Borough Cycle Network also provides access west towards the town centre and further residential housing.

3.12 While it is not anticipated that pupils would be able to cycle independently, cycling would be an attractive mode for staff and site visitors.

Public Transport Provision

Bus Network

3.13 The closest pair of bus stops (Spring Arts Centre) are located immediately north of the site on East Street and are served by 2 bus services to aid sustainable travel to/from the site. Both stops are equipped with a flagpole and timetable with one stop (eastbound) having sheltered seating. The frequency of these services can be seen in **Table 1** with the bus stops shown in **Photographs 7** and **8**.

Photograph 7: Spring Arts Centre Bus Stop (westbound)

Photograph 8: Spring Arts Centre Bus Stop (eastbound)

Service	Operator	Route	Frequency		
			Mon-Fri	Sat	Sun
27	First Bus	Emsworth – Rowlands Castle	Every 2 hours 09:05 – 14:45	Not in Service	
700	Stagecoach	Portsmouth – Havant – Emsworth – Chichester	Every 20 mins 05:50 – 23:02	Every 20 mins 06:00 – 23:02	Every 30 mins 07:00 – 20:32

Table 1: Bus Services

3.14 The 700 Stagecoach route offers services every 20 minutes from 05:50 to 23:02 Monday to Friday which allows for easy and flexible sustainable travel around Havant. Key destinations on the 700 service include Portsmouth (43 minutes), Emsworth (6 minutes) and Chichester (36 minutes). The 27 First Bus service offers services every 2 hours from 09:05 – 14:45 to key destinations such as Durrants (25 minutes) and Rowlands Castle (32 minutes). Whilst the 27 service does not provide a service during school opening and close times. The 700 service's frequency of every 20 minutes means that it operates services at school pick up/drop off providing access to the school for both staff and pupils via public transport.

3.15 Both Stagecoach and First Bus try to operate low floor buses on all available routes but reserve the right to substitute for a non-low floor bus if one is not available. Both operators run buses with wheelchair spaces with wheelchair users having priority in those spaces and service animals of all kinds are accepted on both services. Alternative information formats are available as well for those with any visual/hearing impairment.

Rail Network

3.16 The closest railway station to the site is Havant Station (HAV) which is c. 470m northwest of the site (6-minute walk or 2-minute cycle). The station is managed by South-Western Railway with services and their journey times seen in **Table 2**.

Destination	Approximate journey time	Frequency
Portsmouth Harbour	17 minutes	Every 20 minutes
Littlehampton	40 minutes	Every hour
Southampton Central	41 minutes	Every 10 minutes
London Victoria	49 minutes	Every 25 minutes
Brighton	1 hour 25 minutes	Every 30 minutes
London Waterloo	1 hour 37 minutes	Every 30 minutes

Table 2: Rail services

3.17 Havant Station has category B step-free access with level access to the main entrance and Platform 2 and a 12m long ramp with a gradient of 1:10 providing access to Platform 1. Access between platforms is via a footbridge with lifts which are only available when the station is staffed (until 22:00). The station has 92 cycle storage spaces in the form of compounds and racks which have shelter and CCTV. There are also accessible ticket machines, toilets, Wi-Fi, waiting rooms, wheelchairs and an induction loop at the station.

3.18 Again, whilst it is not anticipated that many pupils will be travelling to school via public transport, the public transport links to the school provide a great opportunity for sustainable travel for both staff and visitors.

Summary

3.19 Overall, the site is considered highly accessible with a high level of pedestrian and cycle infrastructure within the vicinity of the site and nearby public transport services connecting the site to much of Havant and further destinations such as Portsmouth, Emsworth and Chichester. These facilitate sustainable commuting methods for staff and visitors of the school which are safe and easy to access.

4. PROPOSED DEVELOPMENT

4.1 This TP supports a change of use application from office to a special education school with a proposed 70 pupils, 30 Full time staff and 10 Part time staff. As the site would provide a special education school, there is not a catchment area for the site.

Car Parking

4.2 HBC's car parking standards require 1 space per teaching member of staff plus 2 spaces per non-teaching member of staff for educational establishments.

4.3 The proposed development will have 42 parking spaces which should satisfy HBC's requirements with the proposal for 40 staff, 10 of which are part time and so will not always be in, having enough spaces to park as well as accommodating visitor parking.

Cycle Parking

4.4 HBC's cycle parking standards require all new educational establishments or expansions of more than 50sqm to have a transport appraisal and school or college Travel Plan to determine cycle provision and facilities. The plan and transport appraisal or assessment is required to identify and justify any allocation of staff, students or community users.

4.5 The proposed cycle parking amounts to 6 cycle parking spaces in the form of Sheffield stands. Information from existing schools operated by the client confirms that 25% of staff typically travel via sustainable transport methods, with an assumption that approximately 8% of those would cycle. That equates to 3 staff travelling to work via cycle meaning the proposed cycle parking provides an adequate amount for the development's requirements. It is not anticipated that students will cycle to school due to the nature of the development and so no cycle provision for pupils is expected to be necessary. The provision of 6 spaces is therefore sufficient to meet expected demand.

Access Arrangements

4.6 It is proposed that the site will retain the existing access on to East Street. The access is in the form of a bellmouth which facilitates travel onto East Street both eastbound and westbound.

4.7 Pedestrian access is expected to be retained as well with access through the vehicular access and the footpaths that lead into the Town End House Car Park offering pedestrians access to the site. In term of the vehicular access, pedestrians will approach the access via a footway which will then transition into a 'shared surface entrance' with bollards separating the pedestrians and any vehicles passing through.

School Pick up/Drop off Arrangements

4.8 School pickup/drop off will take the form of vehicles entering the development through the vehicle access and pulling into the existing disabled parking spaces at the front of the site to allow for pickup/drop off immediately in front of the school. The spaces will be re-branded for drop off/pick up only to deter any permanent parking in this area. Further details of this can be found in the Pick up/Drop off Management Plan.

Servicing and Delivery Arrangements

4.9 A number of deliveries are anticipated to access the site. This includes a food delivery for school meals several times a week and an equipment and stationary delivery once a week (as a maximum). The pick up/drop off spaces would be used by the delivery van as it is expected the spaces will be vacant outside of pick up/drop off hours.

4.10 It is proposed that refuse collection would remain as per the existing arrangement. The refuse vehicle would enter via the vehicular access and then turn around at the south of the car park in order to egress the site in a forward gear.

4.11 It is not anticipated that cycle parking would be required for deliveries however if needed for visitors/deliveries there are existing Sheffield stands in the vicinity of the development on East Street which could be utilised for short stay parking.

5. INDICATIVE BASELINE AND TARGETS

Travel Plan Aim

5.1 The overall aim of the TP is:

to support a sustainable development by reducing the need for single occupancy vehicle trips through highlighting and promoting the use of more sustainable travel methods.

Travel Plan Objectives

5.2 Specific to this TP, the objectives are:

- Reduce single occupancy vehicle trips and their subsequent impact on the local road network;
- Maximise the opportunities for travel by alternative means;
- Promote pedestrian and cycle routes both on and off-site;
- Promote local public transport; and
- Ensure safe and easy access for all site users

5.3 Meeting these objectives will help achieve a development that has a high standard of sustainable travel practices and a decreased reliance on the private car, thus reducing the impact of car travel on the local road network.

5.4 The Travel Plan objectives will be published in Staff Welcome Packs, displayed on the staff portal on the school webpage/intranet and on noticeboards within the staff room. Information would also be provided at the interview stage where relevant.

Baseline Travel Patterns

5.5 Before setting specific targets, understanding how staff currently travel to work is essential. Using 2011 'Method of Travel to Work' Census data (details of which can be found at **Appendix B**) for Middle Super Output Area Havant 014, in which the proposed development resides (as per HCC's request), a target to reduce single occupancy car trips by 10% is identified. The baseline modal splits are presented in **Table 3**.

Mode of Travel	Indicative Baseline	End of 5 Year Target	
Car Alone	67%	-10%	57%
Car Share	4%	+3	7%
Train	8%	+1	9%
Bus	3%	+2	5%
Cycle	4%	+2	7%
Walk	12%	+2	14%

Other	2%	-	2%
Total	**100%**		

Table 3: Indicative Baseline Splits and Targets Based on 2011 Census Data

5.6 In terms of individual travel mode increase it anticipated that public transport, walking and cycle trips will increase by 7% with car share trips increasing by 3%. This is due to the highly accessible nature of the site with good pedestrian, cycle and public transport infrastructure located within acceptable walking distances. In addition, the nature of the site as a school provides opportunities for staff to car share as a more appealing travel mode.

5.7 It is proposed that to determine the 'actual' travel patterns surveys would be completed within 3 months of the school opening. This would enable a sufficient sample size whilst also providing the opportunity to embed the TP as soon as possible.

5.8 Once the 'actual' baseline modal splits have been established, the Travel Plan Coordinator (TPC) and HCC Travel Plan Officer (TPO) should discuss the acceptability of the indicative modal share targets presented in **Table 3**.

Travel Plan Targets

5.9 To enable the progression and assessment of the success of the travel plan, it is key that SMART targets (Specific, Measurable, Achievable, Realistic and Time-bound) are implemented.

5.10 This Travel Plan proposes targets which should be met over the lifetime of the TP. These aims are set out in **Table 4** and represent the overarching goals of this TP.

Target	Timescale
Decrease the proportion of journeys made by single occupancy vehicles by 10%	End of Year 5
Increase the proportion of trips made by active modes (walking/cycling/public transport) by 10%	End of Year 5

Table 4: Travel Plan Targets

5.11 The suitability of the TP targets and the lifetime of the TP will be assessed as the TP is implemented.

6. TRAVEL PLAN STRATEGY

6.1 A Travel Plan is a useful tool produced to encourage staff to use alternative modes of transport to single occupancy vehicle journeys. The following provides a summary of the measures available to target users of the development site.

Measures Package

6.2 The following section proposes a package of soft measures to be implemented and refined by the TPC over the lifetime of the TP. The measures proposed are strongly influenced by the site location, the TP aim, objectives and targets and the local and national policy.

6.3 The measures set out in this section have been identified through the master planning process, the Transport Assessment and by drawing upon community transport solutions.

Key Stages: Preliminary

6.4 In order to meet the objectives of the TP it is essential that a number of tasks are completed prior to the first occupation, as outlined within the site's Action Plan (**Appendix C**). These include:

- Appoint a Travel Plan Coordinator (developer)
- Produce Staff Welcome Pack (TPC) including:
    - Walking and cycling routes;
    - Bus stop locations, prices and times;
    - Rail Station information;
    - Electric charging information;
    - Car sharing information and benefits; and
    - Details of the TPC.

Key Stages: Five Years Following Development

6.5 It is proposed that the TP period would become fully active upon the school opening and would remain active for 5 years following that date. After the 5 years of official monitoring has ended and HCC have signed off the TP, ownership would pass to the local community.

6.6 During these five years, the Action Plan set at the preliminary stage would evolve to reflect the needs of the staff. Such measures would be determined by the TPC in dialogue with occupants of the site, HCC and other key players as necessary. These measures are discussed in further detail in the remainder of this section and are included in the Action Plan which is included in **Appendix C**.

Modal Measures: Walking and Cycling

6.7 This TP has summarised the local walking and cycle networks and the facilities which this TP would promote to staff. These will be detailed to staff in their welcome pack and through the biannual newsletters (as discussed later in the report). Details on the covered cycle parking facilities on-site for staff use would also be promoted, with aspects such as CCTV considered by the TPC and implemented if necessary.

6.8 The clients travel to work data indicates that walking should be a key travel mode for existing staff in the area due to well-lit, wide footways and a number of facilities and amenities within reasonable proximity to the proposed development.

6.9 The TPC would work with walking and cycling campaigns and support local and national campaigns and events (i.e. Cycle to Work Day and local bike doctor events) as well as assisting staff in accessing information on safe walking/cycling, appropriate clothing and local routes. To incentivise walking and cycling the TPC will investigate the option of discounts at local stores to maximise potential for staff to habituate walking and cycling as part of healthy lifestyle practices, whether for daily commuting or occasional leisure. One such option is a Cycle to Work scheme which could be put in place at the school to incentivise a shift to more sustainable travel.

6.10 In addition, showers, changing facilities, and lockers will be available for staff to use on site as well as cycle storage and a pump for bike repairs.

Modal Measures: Public Transport

6.11 The information provided by the client indicates that 25% of existing staff currently travel to work by sustainable means and therefore it is considered that the development provides an opportunity to promote public transport as an alternative mode of travel.

6.12 The attractiveness of the bus services, particularly those from the Spring Arts Centre bus stop would be supported and promoted through tailored promotions.

6.13 Maximising staff use of public transport would also be supported through highlighting costs and benefits in comparison to single occupancy vehicle use through the use of the Welcome Pack and regular newsletters. Salary sacrifice schemes for annual bus/rail tickets could also be considered as an incentive for further public transport use. The TPC would also work with local public transport providers to improve services, negotiate discounts and trial incentives.

6.14 The TPC will promote rail services from Havant station as well as the potential link-trip afforded by the 700 bus service which operates between the nearby Havant Bus Station and the Spring Arts Centre bus stop

Modal Measures: Car Sharing

6.15 Car sharing is a simple yet effective way of quickly reducing the number of single occupancy car trips, whilst bringing reductions in transport costs, congestion and pollution as well as social benefits including increasing staff interaction and creating a sense of community.

6.16 Liftshare is a well-established scheme and would be promoted to staff through noticeboard material, to help them find potential lift sharing partners in the local area. The TPC will also look to promote the savings brought about through car sharing. The TPC could also assist in creating a database for staff wishing to carshare showing travel times and destinations.

Modal Measures: Sustainable Private Vehicle Use

6.17 On occasions when single occupancy vehicle use is unavoidable or where alternative travel options are significantly limited in comparison, opportunities to promote sustainable driving practices would be promoted.

6.18 A wider network of electric charging points is being explored across the County, encouraging the greater uptake of electric and hybrid vehicles. Altering the perceptions on hybrid vehicles, and in particular electric vehicles, is fundamental for creating a more sustainable development.

6.19 Hybrid vehicles combine both electric motors with a standard combustion engine providing a normal driving scenario with the addition of an electric provision. Promotion of both electric and hybrid vehicles is becoming a key aspect of sustainable travel, and with Government grants available, this would be promoted as part of the TPC.

Modal Measures: Other Modes of travel

6.20 Should monitoring exercises and communication with staff identify a strong interest in other travel modes (such as motorcycle/taxi), measures (and associated targets) will be explored by the TPC through dialogue with the relevant groups/individuals such as operators and the Hampshire County Council Travel Plan Officer.

Personalised Travel Planning

6.21 Upon moving to their new job, staff will be offered free personalised Travel Planning advice as part of their Welcome Pack. This will be provided by the TPC and will inform staff on how they can travel to destinations more sustainably in support of achieving the longer-term targets for the site. The literature provided will contain up to date information regarding public transport facilities, walking and cycling routes within the local area.

Marketing and Communication - Travel Plan Website/Newsletters/Posters

6.22 To ensure the ongoing promotion of the Travel Plan to staff, over its life a number of marketing and communication elements would be implemented.

6.23 Firstly, the school's website would contain information on sustainable travel such as upcoming events and promotion of sustainable travel methods in the area.

6.24 The TPC would also produce biannual noticeboard posters for the five years of the Travel Plan, providing staff with updated sustainable travel information, details of any national events and schemes, and offer personalised travel planning information, to their door.

6.25 The TP would be included in the School Development Plan and would be reviewed by in staff meetings as appropriate. The TP would also be advertised to staff through recruitment and on the school website. Feedback sessions on the TP would also take place within staff meetings as required.

Local Area and Other Site Users

6.26 The TP will promote the local area's facilities whilst actively engaging with local resident and community groups, other schools' TPC, as well as local events and businesses. Engagement with any other local active Travel Plans would provide an opportunity for a 'joined up working' approach to maximise resources and share best practice.

Visitors and Deliveries

6.27 As well as co-ordinating the promotion and practice of sustainable travel with the wider local community, the TP should be encouraging and extending sustainable travel opportunities to any visitors travelling to and from the site. Staff's positive sustainable travel experiences should have a knock-on effect to visitors.

Financial Incentives: Travel Voucher

6.28 The school would consider offering incentives such as a cycle to work scheme, salary sacrifice scheme or sustainable travel voucher for staff members. Details of what the voucher could be utilised for would be agreed by the TPC, prior to opening and any voucher offered would be confirmed to HCC's Travel Plan officer once agreed.

7. IMPLEMENTATION AND MONITORING

Implementation

7.1 The Travel Plan would be secured through a Section 106 agreement, which would confirm the proposed measures as well as any monitoring costs, required by HCC. A TP Bond would also be put in place to ensure the developers commitment to delivering the TP. In the event of non-compliance with the Section 106 agreement, sanctions will be put in place.

Travel Plan Coordinator

7.2 This section covers the implementation and monitoring of the development. The TPC position would be part-time over the life of the TP which at this stage is anticipated to be the Preliminary period followed by five years of full implementation, beginning on the school opening.

7.3 The TPC role and contact details will be finalised with HCC prior to occupation and following their appointment by Acorn Care and Education Ltd. The TPC would be responsible for the day-to-day implementation and monitoring of the TP to ensure targets are met. The early stages of the TP are relatively time intensive, and the budget should be 'front-loaded' to consider the work that is required to establish the TP.

7.4 More specifically, the role of the TPC requires:

- Overseeing the development and implementation of the TP and maintaining support:
- Liaising with public transport operators, local interest groups, HBC:
- Designing and implementing an effective marketing strategy and raising awareness:
- Attending relevant networking events:
- Organising travel-based events:
- Acting as the point of call for all TP enquiries: and
- Co-ordinating the monitoring and evaluation programme for the TP including organisation of surveys.

7.5 It is anticipated that the role of TPC would be undertaken by a member of site staff.

Surveys and Feedback

7.6 It is important that a consistent approach to data collection and feedback is implemented in order to ensure that the following outcomes are delivered:

- Collect a representative and informative data account in accordance with the development timescales:

- Develop an accurate understanding of local travel modal shares, perceptions and influencing factors:
- Adoption of the TP by employers beyond the TP's active period: and
- The successful delivery of the TP in co-ordination with other local developments and communities.

Monitoring

7.7 This TP's approach to monitoring acknowledges the above requirements. The resultant monitoring structure for the TP is therefore set out within **Table 5** and summarised in the subsequent paragraphs.

Preliminary Period	End of Year 1	End of Year 3	End of Year 5
Staff Questionnaire (opening of school)	Staff Questionnaire	Staff Questionnaire	Staff Questionnaire

Table 5: Monitoring Strategy

7.8 A staff questionnaire is proposed to be undertaken within 3 months of school opening, and at the end of Years 1, 3 and 5. It is proposed that the survey will be completed electronically. Staff questionnaires will be used due to the sites shared access with a public car park and Shipwrights Way which prevents TRICS SAM/ATC surveys from being a suitable method of data collection. An example staff travel survey is attached in **Appendix D,** the exact survey distributed to staff would be submitted to the HCC TPO prior to distribution.

7.9 Whilst the minimum response rate for such surveys is 35% (as requested by HCC Travel guidance), experience of other sites within the county suggests that response rates can vary significantly and that a rate of 10% is more realistic. However, due to the TP's focus on staff instead of pupils, it is anticipated that the response rate will be fairly high as the school can enforce the completing of the survey. Therefore, the target response rate for the questionnaire surveys in the baseline would be 35% with an expectation of a higher response rate, with the same targets for years 1, 3 and 5. If a lower response rate than 35% is achieved then a more suitable response rate would be agreed with HCC's TPO.

7.10 The results of the survey will be available for staff to view on the school webpage/portal and also included within noticeboard material, when appropriate.

7.11 The TPC, school governors and school management team will be responsible for reviewing the Travel Plan and monitoring.

7.12 An annual monitoring/progress report will be produced and submitted to HCC within 3 months of surveys taking place. This report will outline how the TP has been implemented for the year, along with a presentation of any survey results, analysis of the responses and information of measures implemented. The report will then conclude with an outline of the future monitoring strategy and a confirmation of targets and revisions where necessary/applicable.

Overcoming Barriers to Success

7.13 Mismanagement can become a potential barrier to the successful implementation of TP's. Whilst the TPC is responsible for the overarching management of the TP, ongoing co-ordination with HCC TPO will ensure that mismanagement does not occur.

7.14 Whilst specific remedial measures have not been identified within the Travel Plan, such remedial measures would be identified through discussions with HCC Travel Plan Officers. The 5-year budget for implementing the Travel Plan would be sufficient to ensure that remedial measures could be implemented. Such as if one measure is not working in year 1, there would be budget in year 2 to rectify this and change to new measures if needed.

7.15 If the five-year target is not achieved, the requirement for remedial measures would be explored with HCC and would reflect the level of work already undertaken on the site.

Community Embedding and Handover

7.16 Following the successful completion of the TP's 5-year strategy, the site should be operating more sustainably than if a TP were not implemented. Through liaison with staff over the course of the TP it is hoped that champions would stand out and be able to continue promoting the ideals of the TP.

8. SUMMARY

8.1 This Travel Plan (TP) has been prepared by Paul Basham Associates on behalf of Acorn Education and Care Ltd to support a change of use application from office to a special education school at McCormack House, 56A Street, Havant.

8.2 The site is located in a highly accessible location in Havant with a high level of pedestrian and cycle infrastructure in the site's vicinity and good public transport links for staff and visitors to make use of. Pedestrian and cycle infrastructure supports safe movement in the school's immediate area and local public transport services provide good links with Portsmouth, Chichester, Emsworth and Rowlands Castle.

8.3 Due to the nature of the school, this Travel Plan will focus on staff travel patterns and promoting sustainable travel to staff only. Therefore, a target to reduce the number of staff travelling by private car has been set at 5% over 5 years.

8.4 Measures have been outlined for each individual travel mode to encourage the use of sustainable modes. The measures and targets have been set using data provided by the client to understand the potential barriers to travelling more sustainably and how the TPC could help overcome some of these barriers.

8.5 The Travel Plan Coordinator will be responsible for raising awareness and encouraging changes in travel behaviour. Dialogue with the Hampshire County Council Travel Plan Officer, including upon completion of the expansion and biennially for the following 5 years, would help maximise opportunities to increase levels of sustainable travel.

8.6 Staff surveys will be undertaken within 3 months of the school opening and then at the years 1 ,3 and 5. Monitoring reports would be prepared and submitted to the council within 3 months of completion summarising the survey results and works the TPC has undertaken.

Appendix A

N

Site Plan 1:200 @ A1

2 0 2 4 6 8 10 12 14 16 18m

1:200

SCHEDULE OF MATERIALS:

01. NEW 1.8-2.4m HIGH, CBF & GATES.

02. NEW 2.4m HIGH, METAL MESH FENCE & GATES.

03. NEW 3m HIGH, METAL MESH FENCE & GATES.

04. EXISTING FENCES & GATES TO BE RETAINED.

05. ALL WINDOWS TO BE REPLACED WITH DOUBLE GLAZED, LIKE FOR LIKE ALUMINUM WINDOWS

ALL OTHER MATERIALS TO REMAIN UN-CHANGED

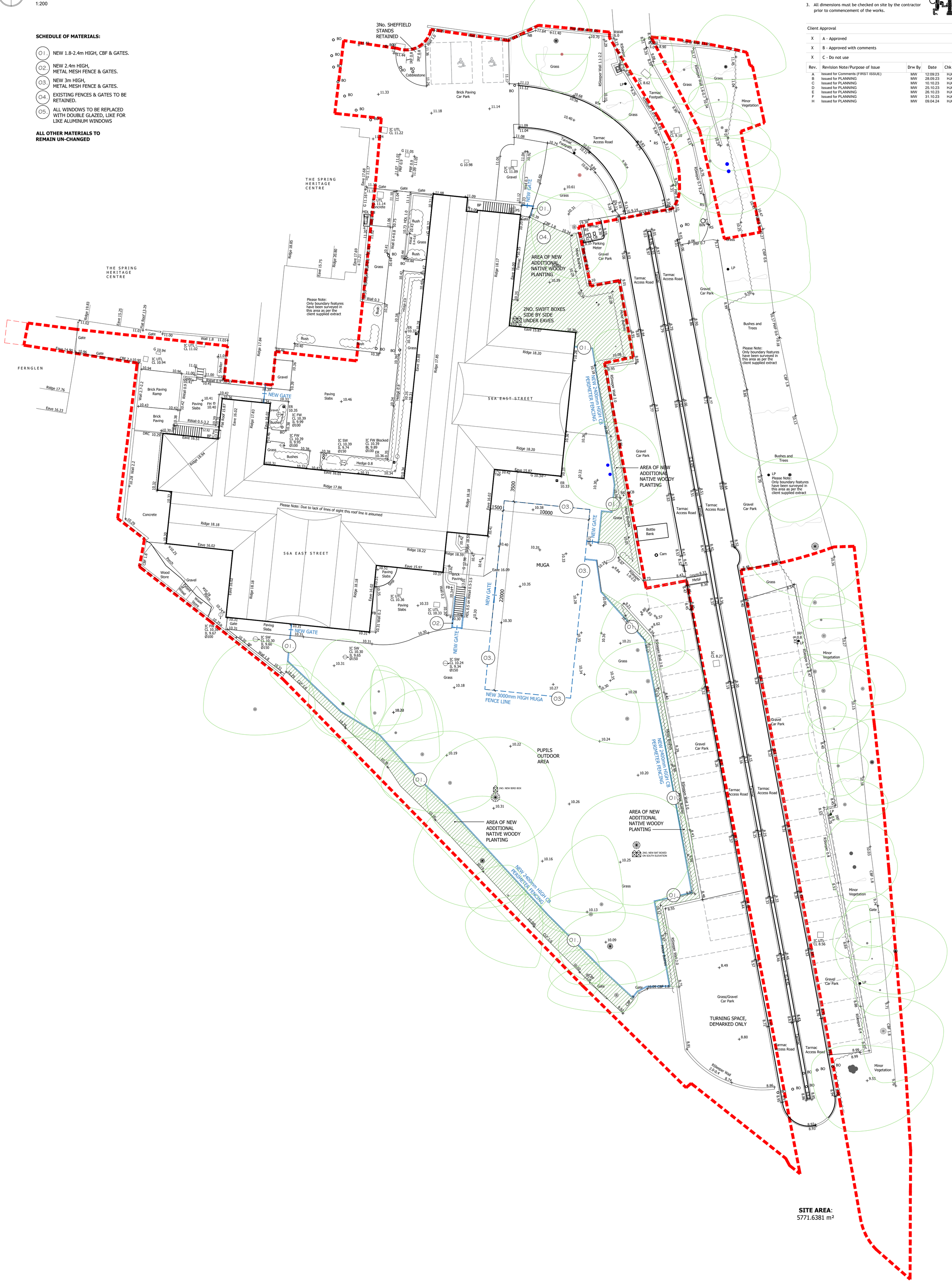
Notes

1. This drawing is the copyright of MH Architects Ltd
2. Do not scale this drawing except for Local Authority planning purposes
3. All dimensions must be checked on site by the contractor prior to commencement of the works.

Client Approval

X	A - Approved
X	B - Approved with comments
X	C - Do not use

Rev.	Revision Note/Purpose of Issue	Drw By	Date	Chk By	Date
A	Issued for Comments (FIRST ISSUE)	MW	12.09.23	HJG	12.09.23
B	Issued for PLANNING	MW	28.09.23	HJG	28.09.23
C	Issued for PLANNING	MW	10.10.23	HJG	10.10.23
D	Issued for PLANNING	MW	25.10.23	HJG	25.10.23
E	Issued for PLANNING	MW	26.10.23	HJG	26.10.23
F	Issued for PLANNING	MW	31.10.23	HJG	31.10.23
H	Issued for PLANNING	MW	09.04.24	HJG	09.04.24



OUTCOMES FIRST GROUP

McCormac House
School
56a East Street, Havant

Drawing title

Site Plan
Proposed

Drawn	Date	Checked	Date	Scale at A1
MW	Sept.23	HJG	Sept.23	1:200

Job No.	Pro.	Org.	Zone	Level	Type	Role	No.	Rev.
23-086	MCH	MHA	ZZ	00	DR	A	0020	H

Purpose of Issue

PLANNING

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ARCHITECTS

Appendix B

QS701EW - Method of travel to work

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population	All usual residents aged 16 to 74
units	Persons
area type	2011 super output areas - middle layer
area name	E02004775 : Havant 014
rural urban	Total

Method of Travel to Work	2011	
Underground, metro, light rail, t	9	0%
Train	328	8%
Bus, minibus or coach	101	3%
Taxi	15	0%
Motorcycle, scooter or moped	34	1%
Driving a car or van	2,710	67%
Passenger in a car or van	178	4%
Bicycle	144	4%
On foot	483	12%
Other method of travel to work	24	1%
	4,026	100%

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly small counts at the lowest geographies

s.

Appendix C

McCormack House, 56A East Street, Havant
Action Plan

Actions	Responsibility	Timescale
TPC to be appointed and contact details confrimed with HCC	Outcomes First Group	Prior to Opening
On site hard infrastructure to be implemented (including cycle parking)	Outcomes First Group	Prior to Opening
Cylcle Pumps and puncture repair kits to be provided on site	Outcomes First Group	Prior to Opening
Create Travel Webpage - including information on sustainable transport opportunites and the purpose of the Travel Plan	TPC	Prior to Opening
Prepare staff Travel Plan noticeboard, wepbage and staff welcome packs	TPC	Prior to Opening
Staff Travel survey to be undertaken within 3 months of site opening	TPC	3 Monts Following Opening
Monitorng Report to be submitted to HCC	TPC	6 months following opening
Total including Disbursements	£ 2,500	

Actions	Responsibility	Timescale	Year 1	Year 2	Year 3	Year 4	Year 5	Total
General TPC Activities								
Promotion of local walking/cycling routes on staff noticeboard	TPC	Ongoing	£300.00	£300.00	£300.00	£300.00	£300.00	**£1,500.00**
Promotion of on-site infrastructure including cycle storage provision	TPC	Ongoing						
Promote national campaigns such as Walk to Work Week and Bike Week	TPC	Ongoing						
Promote bus and train travel including maps demonstrating location of stops and travel times	TPC	Ongoing						
Promotion of car sharing via staff database to identify partners	TPC	Ongoing						
Explore discounted tickets for train services	TPC	Ongoing						
Liaise with local public transport operators for discounts	TPC	Ongoing						
Monitor car and cycle parking demand	TPC	Ongoing						
Promotion of electic/hybrid vehicles	TPC	Ongoing						
Consideration to join Cycle to Work scheme	TPC	Ongoing						
Marketing and Communications								
Update Noticeboards	TPC	Travel information regularly reviewed and updated	£ 200	£ 200	£ 200	£ 200	£ 200	**£ 1,000**
Updated School Website/Staff Portal	TPC	Travel information regularly reviewed and updated	£ 200	£ 200	£ 200	£ 200	£ 200	**£ 1,000**
Monitoring Stages - Surveys and Feedback								
Monitorng Report	TPC	Annually	£ 600	£ 600	£ 600	£ 600	£ 600	**£ 3,000**
Liaison with Hampshire County Council	TPC	Annually	£ 400	£ 400	£ 400	£ 400	£ 400	**£ 2,000**
Staff Travel Survey	TPC	Annually	£ 500	£ 500	£ 500	£ 500	£ 500	**£ 2,500**
			£ 2,200	£ 2,200	£ 2,200	£ 2,200	£ 2,200	**£ 11,000**
					Preliminary Stage + Year Estimates			**£ 13,500**

Project Details	
Scheme	McCormack House, 56A East Street, Havant
No. of Pupils	60
School Opening Date	TBC
Applicant	Outcomes First Group
Local Authority	Havant Borough Council
LA Travel Plan Officer	Hampshire County Council
Travel Plan Author	OSC
Travel Plan Co-ordinator	TBC

Version	Date	PBA Author
1	Oct-23	OSC
2	Apr-04	SSN

Appendix D

XXX Travel Survey

Thank you for taking the time to complete this travel survey. This will help us help you and your travel. Please complete all sections!
Don't forget to fill out your details at the end!
You can send your completed survey to:

INSERT COMPANY LOGO

- **Email:** …
- Or you can fill this out via **Survey Monkey** on…

Welcome to XXX! This survey will help to understand a little more about your travel choices and your journey to work. Please return the survey to us via email or fill it out online using the survey monkey link above. Please answer ALL questions, and fill out your details on the back page.

SECTION A: YOUR JOURNEYS

1. Please tell us if you work full time or part time:

☐ Full time
☐ Part time

2. For the past 5 days please indicate (with a tick) how you travelled to work:

	Day 1	Day 2	Day 3	Day 4	Day 5
Bus					
Cycle					
Car Alone					
Car Share (passenger/ driver)					
Motorcycle/scooter					
Train					
Walk					

3. Please tell us why you chose to travel by your primary method of travel (most common method over 5 day period) (please tick all that are relevant)

☐ Journey time
☐ Reliability/ quicker than alternatives
☐ Health reason
☐ Cost
☐ Comfort/personal safety
☐ Environmentally friendly
☐ Other _____

4. Please paint a picture of your journey to work.

Start Postcode: _____
Time I leave start postcode: _____
Time I arrive at work: _____
Time I leave work: _____

5. Please indicate how frequently you use an alternative form of travel to commute to work.

	Always	Sometimes	Rarely	Never
Bus				
Cycle				
Car Alone				
Car Share (passenger/ driver)				
Motorcycle/scooter				
Train				
Walk				

SECTION B: TRAVEL CHOICES

6. If you travel by car, why do you travel by car?
(Please tick all that are relevant)

☐ Reliability/Quicker than alternatives
☐ Health reason
☐ Lack of alternative/Costs
☐ Comfort/Personal safety
☐ Things to do on way home
☐ Other please specify

_____

7. Which of the following would most encourage you to cycle (or cycle more if you already do so)? (Please specify up to 3)

☐ Better cycle storage
☐ Cycle training/safety courses
☐ More information on cycle routes
☐ Better cycle equipment/maintenance
☐ Nothing would encourage me to cycle more
☐ Other (please specify)

_____

INSERT COMPANY LOGO

8. Which of the following would encourage you to travel by bus or train (or more if you do this already)? (Please specify up to 3)

- ☐ More direct routes
- ☐ More frequent/reliable services
- ☐ Better facilities at stops/station
- ☐ Increased safety measures
- ☐ Better connection from home to the station/bus stop
- ☐ Nothing would encourage me to use the bus/train more
- ☐ Other (please specify)

_____

9. Which of the following would most encourage you to car share (or more if you already do so)? (Please specify up to 3)

- ☐ Car share scheme at work
- ☐ If I knew people to car share with
- ☐ More similar journeys
- ☐ If it did not affect my daily routine (e.g. when to leave)
- ☐ Nothing
- ☐ Other (please specify)

_____

SECTION C: TRAVEL INCENTIVES

10. Would you be interested in a salary sacrifice scheme or sustainable voucher? If so, what would you like this to be?

- ☐ Not interested
- ☐ Cycle to Work scheme/vouchers
- ☐ Train discount scheme/vouchers
- ☐ Bus discount scheme/vouchers
- ☐ Other _____

Commented [NS1]: I think lets prhase this as a would you be interested in a salary sacrifice scheme or sustainable travel voucher? If so what would you like this to be?

In the TP text say something like. An example survey is attaached in Appendix A, the exact survey distribtuted to staff would be subitted to HCC TPO prior to distribution.

If you wish to discuss any part of this survey further please do not hesitate to contact XXX

Tel: XXX

Email: XXX

Thank you for your time, and we look forward to hearing from you!

Thank you