

TRAVEL PLAN

32 New Lane, Havant

December 2022

Hampshire County Council (HCC)

Travel Plan

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1 Introduction

- 1.1 The site is located within an existing employment area near an existing industrial estate and is currently occupied by a cold chain packaging, storage, and distribution facility.
- 1.2 The site benefits from planning permission (Ref: APP/21/00200) granted on 22nd October 2021 for:
‘Demolition of existing buildings and redevelopment of site comprising erection of distribution warehouse (class B8) with ancillary offices and related facilities, vehicle storage deck, new access, landscaping and associated infrastructure’
- 1.3 The approved architect’s layout plan is included at **Appendix A**.
- 1.4 The above application was amended by a S73 application (Ref: APP/21/01244) which sought to update the conditions associated with the original permission, granted permission on 7th February 2022.
- 1.5 Part three of schedule three of the signed S106 agreement requires the preparation of a Travel Plan (TP). Therefore, this TP has been prepared to satisfy the S106 Travel Plan requirement which states:
“Not to occupy or permit Occupation of the Development until it has prepared the Travel Plan and secured the County Councils Approval of it and has thereafter implemented and complied with the Travel Plan in accordance with the requirements and timetable of the approved Travel Plan....”
- 1.6 The Travel Plan follows intensive discussions held with Hampshire County Council (HCC) Travel Plan Officers, held during the pre-application, throughout the original scheme from February 2021 onwards and it is consistent with the Draft Travel Plan included in the S106 Agreement.

Travel Plan Scope

- 1.7 This TP is a live document and as such, will be further updated once baseline travel surveys have been completed. These baseline staff travel surveys will be undertaken at 6 months within the first year of meaningful occupation at the proposed development.
- 1.8 This TP is primarily aimed at all staff working on the site, to help inform their decisions on mode choice for their journey to and from work. However, the benefits of travelling by sustainable and active modes, will also be promoted to any visitors.

Aim of the Travel Plan

- 1.9 This TP has been prepared in order to support future staff in making informed decisions about their travel and provide staff with the necessary management tools to enable them to choose sustainable modes of travel to the site. In doing so, the impacts of travel on the environment and the local highway network will be minimised. This will be achieved by setting out a strategy for eliminating the barriers which prevent people from using sustainable travel modes, which in effect can self-manage single-occupancy vehicular use.

- 1.10 Such a strategy needs to be long term, as changing travel habits takes time and is only likely to occur through a combination of incentives, improved facilities, government initiatives, as well as changes in individual attitudes.

This Document

- 1.11 This TP has been written as a stand-alone document and contains all the relevant information needed to effectively implement and monitor the full TP.
- 1.12 The remainder of the document is as follows;
- **Section 2** – describes the existing accessibility of the site;
 - **Section 3** – Provides a review of relevant policies;
 - **Section 4** – sets out the development proposals;
 - **Section 4** – sets out the objectives and benefits of the TP;
 - **Section 5** – sets out the Travel Plan strategy;
 - **Section 6** – sets out the sustainability measures that could be implemented to help achieve the objectives and targets of the full Travel Plan;
 - **Section 7** – outlines how the monitoring and review programme will ensure the Travel Plan to continue to progress; and
 - **Section 8** – sets out the Action Plan for the Travel Plan.

2 Existing Situation

2.1 This section of the Travel Plan provides a description of the existing conditions at the site, including accessibility by sustainable modes of travel.

Site Location

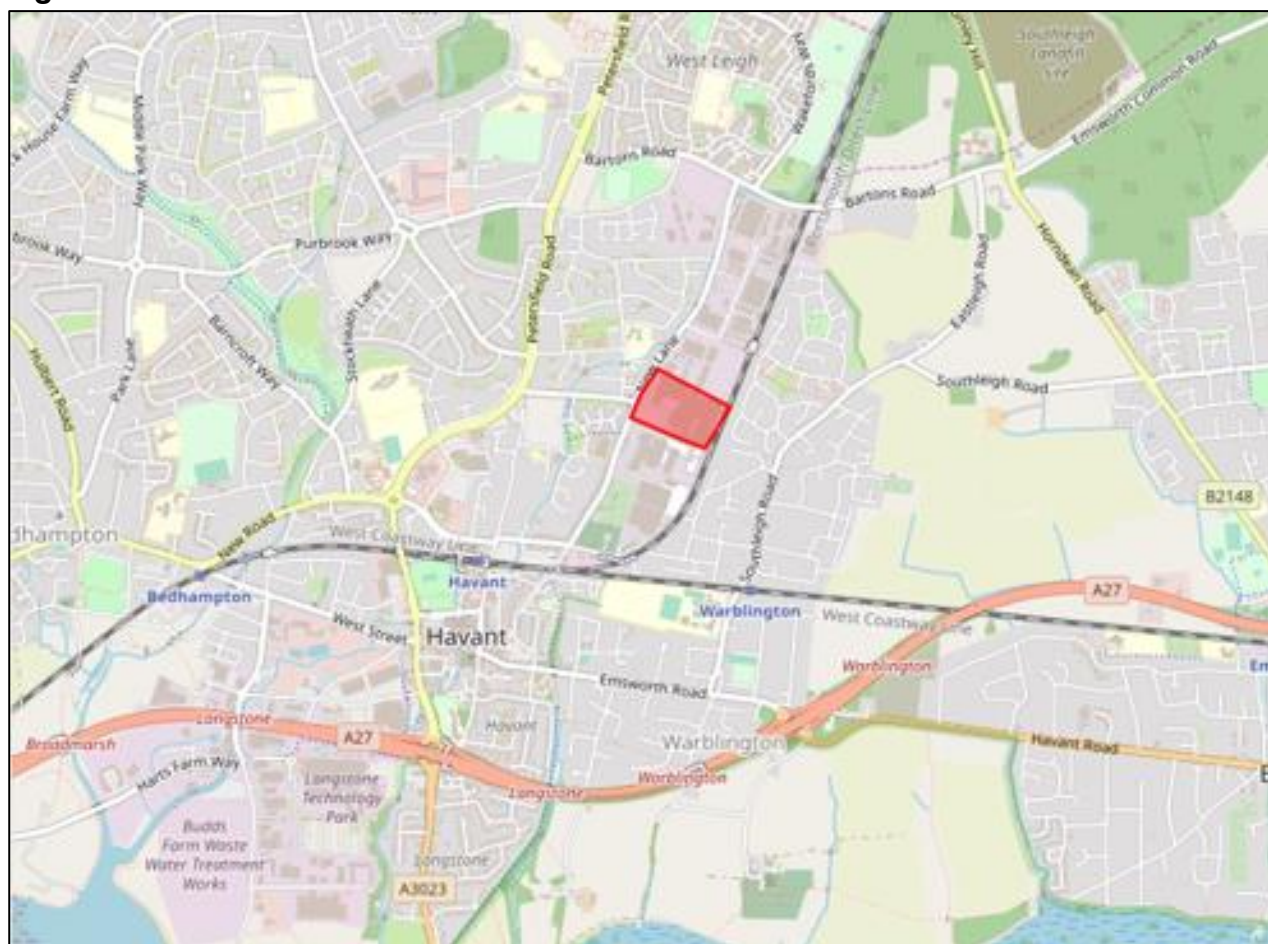
2.2 Within a strategic context, the site is situated within the Borough of Havant, circa 870m ‘as the crow flies’ north east of Havant railway station. The site is situated within Havant North Industrial Estate and the immediate area surrounding the site is primarily employments with and residential neighbourhoods located both east and west of the site.

2.3 The north-eastern perimeter of the site is formed of Portsmouth Direct railway line and the north-western boundary is defined by New Lane where the access to the site is taken from. To the north and south the site abuts existing industrial units within which it is internally connected by access roads.

2.4 To the south east, the site abuts a small plot that appears to share an access with the site. This plot appears to be used for storage of waste vehicles.

2.5 **Figure 2.1** shows the location of the site in a local context.

Figure 2.1: Site Location



Highway Network

New Lane

- 2.6 New Lane provides vehicular access to the site and is a two-way single carriageway road with a north-south alignment to the east of the site, meeting Bartons Road to the north and Eastern Road to the south. The road is subject to 30mph speed limit restriction with pedestrian infrastructure and street lighting present.
- 2.7 New Lane is a local distributor road which separates residential areas of Havant in the west from employment in the east. Given the presence of existing railway to the east acting as a barrier for traffic, all employment units are accessed from New Lane.

Crossland Drive

- 2.8 Crossland Drive is a two-way single carriageway road that runs in an east-west alignment, connecting New Lane with the B2149 to the west of the site. It meets the B2149 at a signal-controlled junction and meets New Lane at the eastern end of the road at a simple priority junction. The road is subject to 30mph speed limit restriction with footway and street lighting provided.
- 2.9 The road is an advisory HGV route as per the signage at the Crossland Drive/B2149 junction.

B2149

- 2.10 The B2149 is locally known as Petersfield Road. It is a dual carriageway with two lanes in each direction, separated by a grass verge. The road is subject to 40mph speed limit with footways and street lighting present.
- 2.11 The B2149 provides links with the A27 to south and A3(M) north via Horndean. The north end of the road meets with Manor Lodge Road via a roundabout.

A27

- 2.12 The A27 is a major road in South East England that can be accessed from the site via the B2149 or Emsworth Road. The latter route has 7.5 tonnes weighting restriction in place south the junction with New Lane due to level crossing with railway line.
- 2.13 The A27 is a dual carriageway with two lanes each in direction, which operates at the national speed limit.
- 2.14 The A27 is a key route for accessing the wider strategic highway network in England, connecting to the A3(M), M27 and A24.

Walking and Cycling

- 2.15 Staff travelling to the site would be encouraged to travel by sustainable travel modes through development design, including active travel (walking and cycling), on public transport and through car sharing in an effort to maximise the number of single occupancy car trips.

- 2.16 The planning application was also supported by a Non-Motorised User Context Assessment (NMU) undertaken in August 2020. The NMU found that the local walking environment was good but could be improved the provision of crossing points on New Lane. This is a view also supported by HCC and these improvements secured through the highway obligations set-out in the S106 agreement. The S278 agreement is also seeking to improve lighting on existing columns where new crossing points are being implemented.

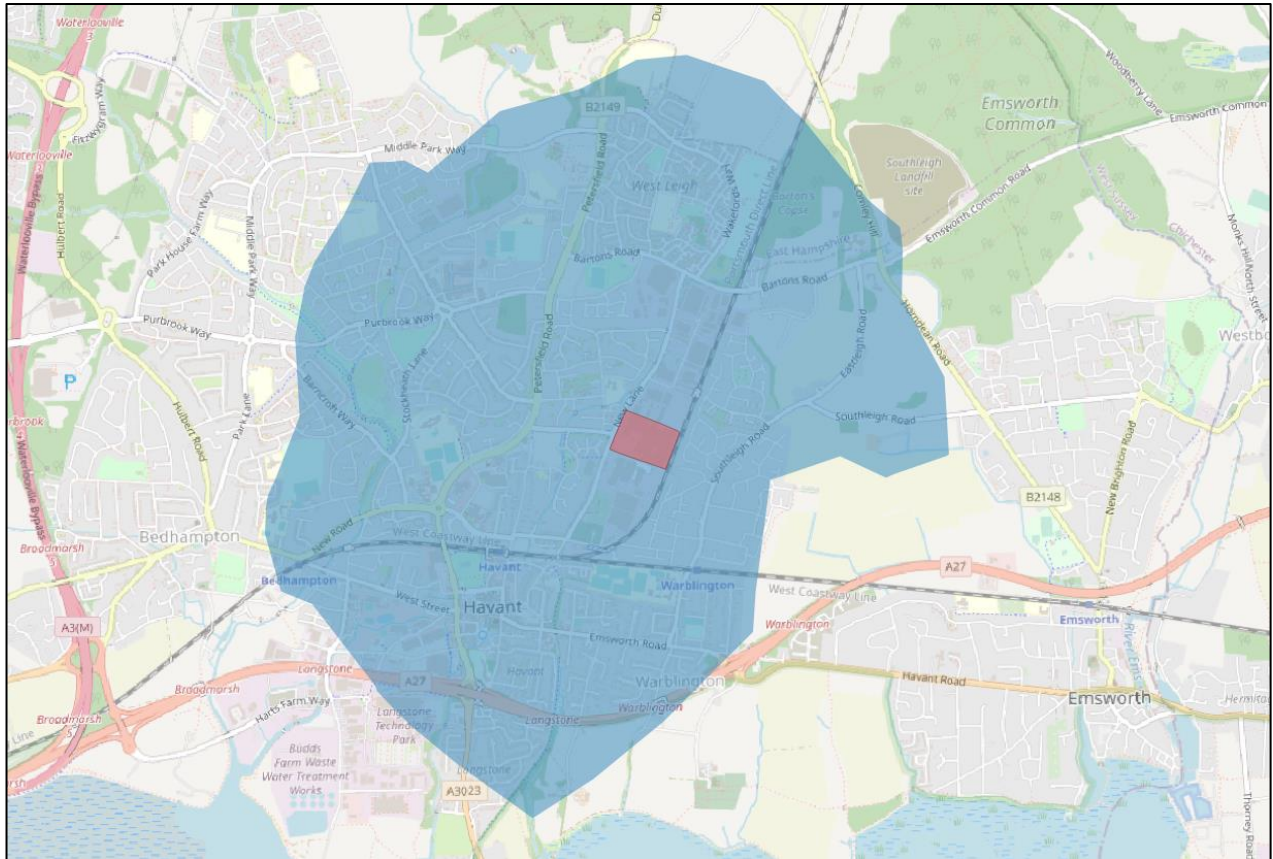
New Lane

- 2.17 The site benefits from well-lit footways along New Lane. The majority of the road has footways on both sides of the carriageway, that are segregated from the road by grass verges. However, the footway on the eastern side of the road ends approximately 150m north of the junction with Eastern Road on the southern end of New Lane.
- 2.18 As part of the development proposals, a new crossing point will be provided at this location which will feature tactile paving and dropped kerbs. There is a pedestrian refuge crossing approximately 200m north of the site with dropped kerbs and tactile paving.
- 2.19 The entirety of New Lane has on-road dedicated cycle lanes along both sides of the road, providing access to Havant Railway Station and Havant town centre to the south and NCN routes 2 and 22.

Crossland Drive

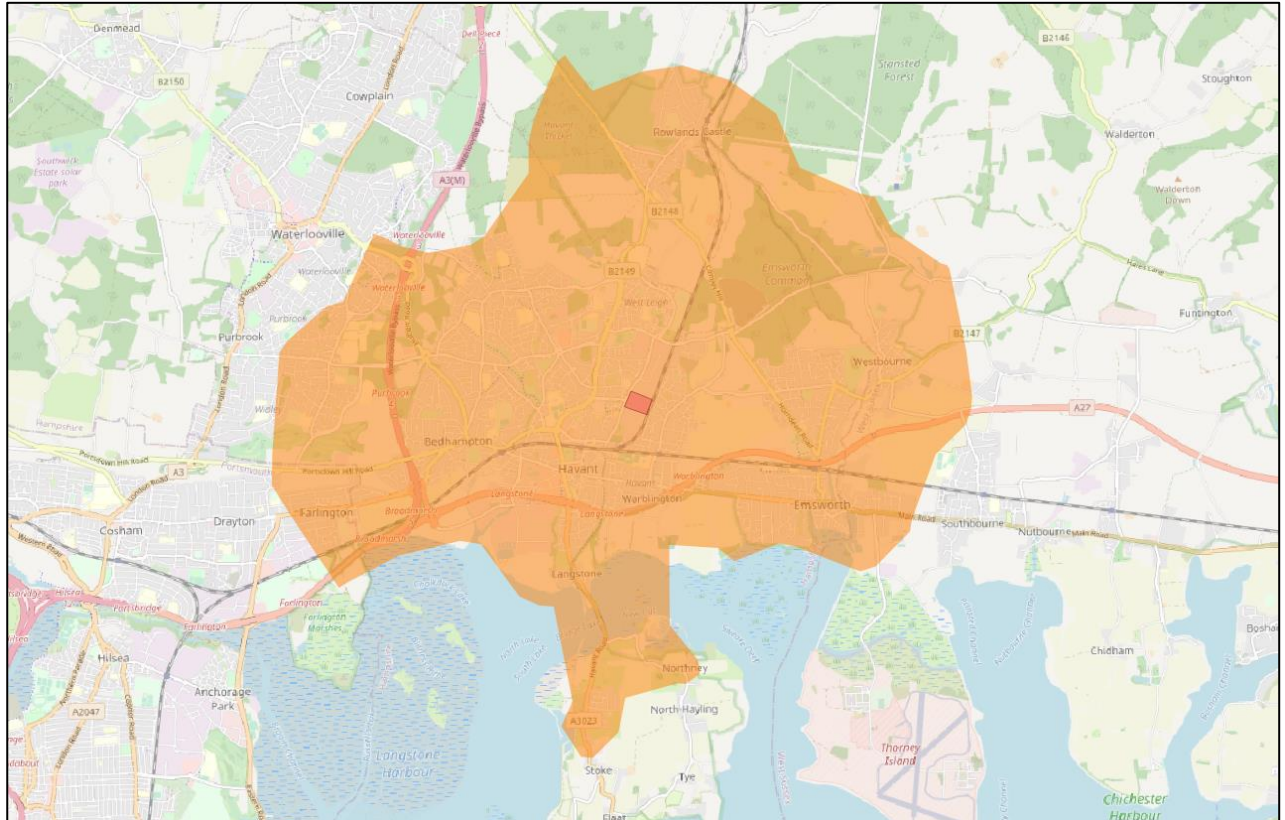
- 2.20 Crossland Drive provides a mixture of well-lit segregated and non-segregated footways on both sides of the road.
- 2.21 There are multiple crossing points along the road, with a pelican crossing at the east end of the road and a zebra crossing at the west end.
- 2.22 An on-pavement cycle lane runs along the southern side of the road from the junction with the B2149 to approximately 100m from the junction with New Lane.
- 2.23 A plan highlighting the 2km walking isochrone for the site is shown in **Figure 2.2**.

Figure 2.2: Walking Isochrone (2km)



- 2.24 With regards to walking, Central Government research refers to a distance of 2km as the maximum distance over which walking might replace car trips. Similarly, the Institution of Highways and Transportation (IHT) Guidelines suggest that a maximum ‘acceptable’ walking distance for pedestrians without a mobility impairment of 2km.
- 2.25 **Figure 2.2** shows that Havant town centre can be reached within 2km, or a 25-minute walk from the site, as well as Havant and warblington railway stations.
- 2.26 A plan highlighting the 5km cycling isochrone for the site is shown in **Figure 2.3**.

Figure 2.3: Cycling Isochrone (5km)



- 2.27 With regards to cycling, Central Government research states that cycling has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport.
- 2.28 **Figure 2.3** shows that Emsworth, Rowlands Castle, Westbourne, Bedhampton and Hayling Island can be reached by bicycle comfortably within 5km (circa 25-minutes).
- 2.29 **Figure 2.4** shows that the site is well situated to make use of the National Cycling Network (NCN). NCN route 22 can be accessed via New Lane and Crossland Drive, utilising the cycle lanes on these roads.

Figure 2.4: Cycle Routes



Public Transport

Bus Services

- 2.30
- The nearest bus stops to the site are the ‘Flexford Gardens’ bus stops and the ‘Dunhurst Close’ bus stops which are situated approximately 40m apart on St. Albans Road to the west of the site (approximately a 2-minute walk).
- 2.31
- Both stops provide a pole and flag arrangement and are served by routes 20 and 21. It should be noted that The St Albans bus stop is receiving a financial contribution as set-out in the S106 agreement to provide a bus shelter, as opposed to a pole and flag arrangement. The ‘Flexford Gardens’ stop is also served by route 641 in addition. A summary of the frequency of services for these stops is set out in **Table 2.1**.

Table 2.1: Local Bus Services

Number	Route	Frequency
20	Portsmouth – Cosham – West Leigh – Havant	2 per hour
21	Portsmouth – Farlington – West Leigh - Havant	2 per hour
641	Purbrook (Oaklands School) Leigh Park – Denvilles – New Brighton – Rowlands Castle – Southbourne	1 per day (school service)

- 2.32
- The 20 and 21 services provide access to the residential areas to the west of the site and the neighbouring city of Portsmouth, in addition to Havant town centre and the amenities provided there.

Rail Services

- 2.33 Havant railway station is approximately 1.1km (13-minute walk) south west of the site. Havant is a junction station that provides passengers with an interchange between the West Coastway line and Portsmouth Direct Line.
- 2.34 Havant railway station is served by trains operated by South Western Railway, Southern and Great Western Railway, providing links to multiple key destinations such as Portsmouth, Brighton, Southampton and London Waterloo.
- 2.35 The station provides 92 secure cycle storage spaces and a car park with 492 (including eight accessible) spaces.
- 2.36 A summary of the destinations reachable from this station and the services provided on a typical weekday are set out in **Table 2.2**.

Table 2.2: Havant Railway Station Services

Destination	Journey time (mins)	Frequency (per hour)
Southampton Central	41	2
London Waterloo	80	2
Brighton	65	3
Portsmouth Harbour	20	5
Littlehampton	40	2
Bognor Regis	32	4
Portsmouth and Southsea	12	7
London Victoria via Horsham	105	2

- 2.37 **Table 2.2** shows that key destinations such as Portsmouth, London, Brighton and Southampton are easily accessible via Havant Railway Station, which is within walking and cycling distance of the site.

BREEAM Accessibility Index

- 2.38 Using the BREEAM Accessibility Index Calculator, the Accessibility Index for the site has been calculated.
- 2.39 From these calculations, the site has achieved an Accessibility Index figure of 7.96. The calculation of this figure is shown at **Appendix B**.

Local Amenities

- 2.40 There are a range of local amenities in proximity to the site including shops, medical facilities, leisure facilities and a post office as detailed in **Table 2.3**.

Table 2.3: Local Amenities

Amenity Type	Amenity Location	Distance from site
Access to a recreation or leisure facility for fitness or sports	My Fitness Hub Havant, 5 Hayward Business Centre, New Ln, Havant PO9 2NL	260m
Childcare facility or school	St Albans School, St. Albans Rd, Havant PO9 2JX	350m
Access to an outdoor open space	Old Copse Road Open Space, Old Copse Rd, Havant PO9 2XB	350m
Appropriate food outlet	The Co-operative Food, 55 St. Albans Rd, West Leigh, Havant PO9 2JR	400m
Access to cash	Best-one, 64-66 St. Albans Rd, Havant PO9 2JY	450m
Public sector GP surgery or general medical centre	Oak Park Community Clinic, 8 Lavant Dr, Havant PO9 2AW	600m
Community facility	Havant Leisure Centre, Civic Centre Rd, Havant PO9 2AY	1100m
Over the counter services associated with a pharmacy	Octapharm, Civic Centre Rd, Havant PO9 2AZ	1100m
Publicly available postal facility	Havant Post Office, 25 Market Parade, Havant PO9 1PY	1200m

3 Policy Context

National Planning Practice Guidance – Travel Plans, Transport Assessments and Statements (March 2014)

- 3.1 This guidance, published on 6th March 2014 by the Ministry of Housing, Communities and Local Government, provides advice on when Transport Assessment and Transport Statements are required, and what they should contain.
- 3.2 Travel Plans, Transport Assessments and Statements help to assess and mitigate the negative transport impacts of development to promote sustainable development.
- 3.3 Transport Assessments are “*thorough assessments of the transport implications of development*”. They can help ensure the fullest use of public transport, walking and cycling and focus development in sustainable locations.

Hampshire County Council’s ‘A Guide to Development Related Travel Plans’ (2009)

- 3.4 This document sets out guidelines to help developers produce high quality travel plans, including information on what they are, how they should be prepared and when they should be produced in support of a planning application.

- 3.5 Section 3.1 of the document states

“With the exception of residential developments, travel plans are required in conjunction with planning applications for all new developments where a Traffic Assessment (TA) is required”.

“Travel plans may also be required for developments under the TA threshold. The criteria below are a reflection of the fact that some smaller scale developments can have significant transport impacts. A travel plan will be required for:

- Any development in or near an Air Quality Management Area
- Any development in an area that has been identified within the Local Transport Plan (LTP) for the delivery of specific initiatives or targets for the reduction of traffic, or the promotion of public transport, walking or cycling
- Any area specified in the Local Development Framework (LDF), where it is known that the cumulative impact of development proposals is a cause for concern
- The provision of new or extended school and other educational facilities
- An extension to an existing development that causes the travel impact of the site to exceed the threshold for a TA
- All instances where the local planning authority requires it.”

Havant Borough Council Parking Supplementary Planning Document (2016)

- 3.6 The relevant parking standards to the site are contained within the Havant Borough Council Parking SPD adopted in 2016 and was subsequently updated in 2019. Both the maximum car parking standards and minimum cycle standards are shown in **Table 3.1** below for commercial developments.

Table 3.1: HCC Car Parking and Cycle Parking Standards

Type	Car Parking Standard	Cycle Standard (minimum)	
	Minimum Parking Limit	Long Stay	Short Stay
B8 warehouse	1 space per 90sqm	1 stand per 500sqm	1 stand per 1000sqm

- 3.7 The minimum car parking standards shown in **Table 3.1** would allow the site to provide 173 car parking spaces assuming a total 15,546 sqm of floor space. On this basis, the proposed provision of 208 car spaces is in accordance with these standards.
- 3.8 50 cycle parking spaces will be provided within cycle parking shelters in line with the guidelines. This level of provision is in accordance with the standards set out in **Table 3.1** which requires a minimum of 31 long stay cycle parking spaces and 16 short cycle parking spaces. Therefore, the proposals exceed the minimum requirement of 47, as set out in the SPD.

Havant Borough Council Parking Supplementary Planning Document (2019)

- 3.9 The Parking SPD from Havant Borough Council sets out its approach to car and cycle parking for new developments. **Table 3.2** below summarises the car and cycle parking standards set out in this document.

Table 3.2: HBC Car Parking and Cycle Parking Standards

Type	Car Parking Standard	Cycle Standard (minimum)	
		Long Stay	Short Stay
B8 warehouse	1 space per 90sqm	1 stand per 500sqm	1 space per 1000sqm

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

- 3.10 The Institution of Highways and Transportation produces this document in 2000 to advise on planning for and providing for pedestrians, pedestrian infrastructure and to help promote walking.
- 3.11 The document identifies that a developer may be required to contribute towards new or improved pedestrian facilities and also may be required to produce a travel plan. Green travel plans are also identified as a pedestrian-friendly measure, to help provide for pedestrians and promote walking.
- 3.12 Reference has been made to the following guidelines which seek to promote walking and providing for pedestrians:

“Walking should be explicitly identified in travel plan objectives and it may be appropriate to set out modal split targets for walking.”

“Advertising a travel plan is important to its success, and needs to be carried out in an ongoing basis. Flyers with payslips, leaflets posters on notice boards and in lifts, articles in staff newsletters, commuter breakfasts, and exhibition stands in the entrance hall and canteen areas can all help to inform people. Special events such as car-free days can also help to focus on walking, and publicity can link with national initiatives like Don’t Choke Britain, Car Free Day and Green Transport Week in June. Moreover, incentives, particularly financial ones, can provide a powerful way of motivating staff.”

CIHT’s ‘Buses in Urban Developments’ (2018)

- 3.13 The Chartered Institution of Highways and Transportation produced this document in 2018 for planners, highway and traffic engineers, developers, bus operators and urban designers to show that buses can perform efficiently in the urban travel market.
- 3.14 In section A.6, travel plans are identified as a traffic limitation technique that can increase the use of public transport and active travel and therefore reducing the amount of road space required by private cars.

DfT’s Manual for Streets (2007)

- 3.15 The Department for Transport produced the Manual for Streets in 2007 and is “expected to be used predominantly for the design, construction, adoption and maintenance of new residential streets, but it is also applicable to existing residential streets subject to re-design.”
- 3.16 The document outlines that a Travel Plan may be required as part of a planning permission application, and the design of streets, spaces and parking should be considered at this stage of planning.

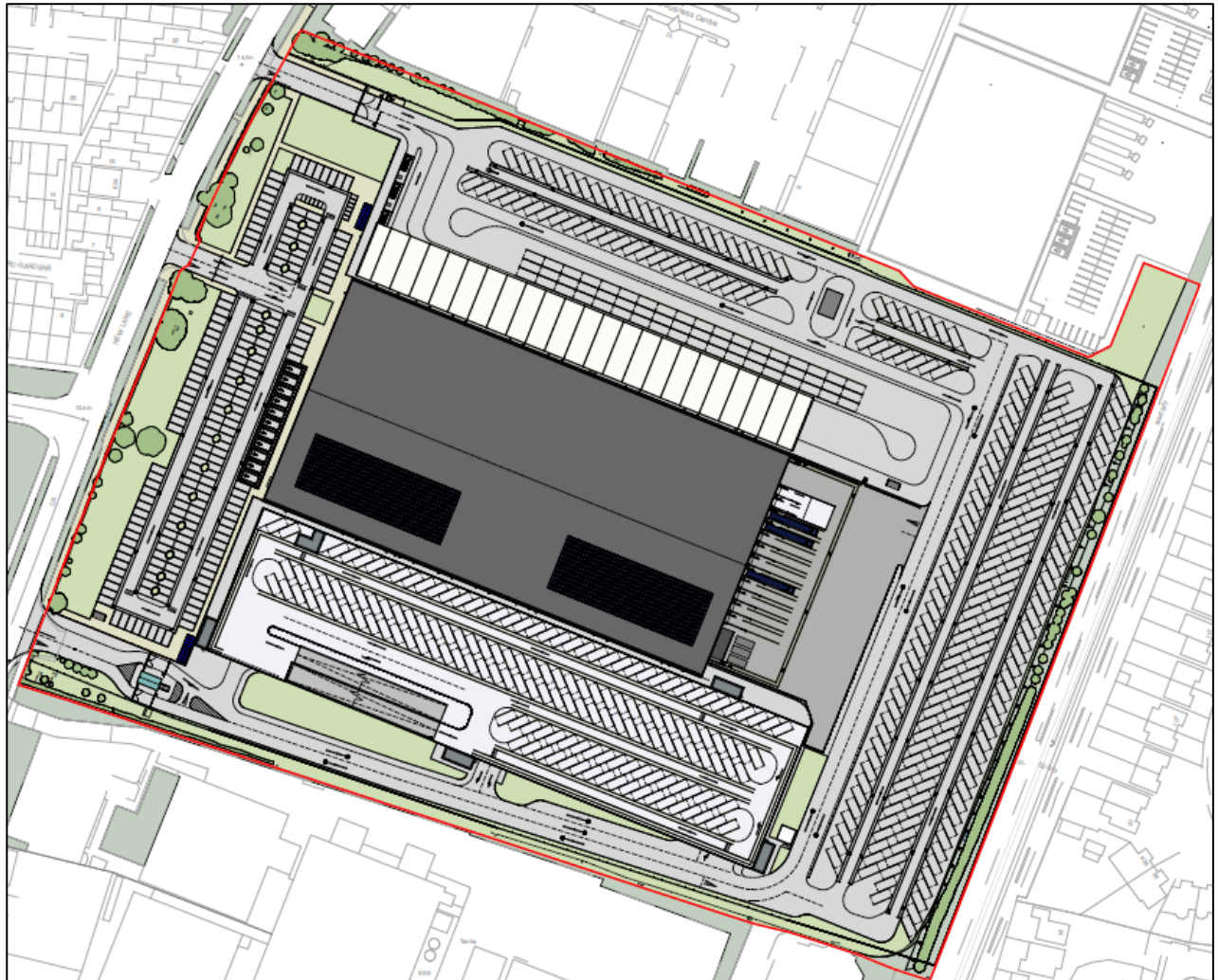
4 Development Proposals

- 4.1 This section of the Travel Plan provides a description of the approved development proposals, including information on the quantum of development, the provision of car and cycle parking, and the proposed servicing and refuse collection strategy.

Overview

- 4.2 The proposals for the site involved the provision of 866 operational storage spaces for the van fleet
- 4.3 HGVs would enter the site via at the existing site access at the southern end of the site from New Lane. 12 HGV docks are proposed at the eastern side of the warehouse. They would then turn around within the service yard area and leave the site using the same access.
- 4.4 The site layout approved for the development is shown in the extract provided below at **Figure 4.1:**

Figure 4.1: Approved Site Layout Plan Extract



Site Access

Vehicle Access

- 4.5 The development will provide three separate vehicle access/egress points from New Lane, all in the form of simple priority junctions.
- 4.6 The southern access is an existing access which would be used by HGVs and by van drivers arriving and leaving the site in their own vehicles and for vans to arrive and leave the site.
- 4.7 The central access is also an existing access and would be used by staff based on the site.
- 4.8 The new northern access would be used by van drivers arriving at the site and by vans to arrive and leave the site. Entry/exit to the site is controlled by barriers and gatehouses with the barriers set back within the site to avoid any potential for queuing back to the public highway.
- 4.9 All the accesses have good visibility in both directions. The new access has been designed and it is confirmed that access achieves visibility splays in accordance with Manual for Streets 2 guidance. The northern access has also been spaced so that it does not affect the existing accesses to the site and to the site to the north.

Disabled Access

- 4.10 A total of 11 disabled parking bays will be provided on the eastern side of the car park.
- 4.11 Dropped kerbs are provided along New Lane and Crossland Drive at road crossing points, and tactile pavement is also provided at the pedestrian refuge crossing point on New Lane approximately 170m north of the site entrance. Dropped kerbs and tactile paving will be provided within the site in addition to at the site accesses.

Parking Provision

- 4.12 The relevant parking standards to the site are contained within the *Havant Borough Council Parking Supplementary Planning Document* adopted in 2016 and was subsequently updated in 2019. Both the maximum car parking standards and minimum cycle standards are shown in **Table 4.1** below for commercial developments.

Car Parking

- 4.13 A total of 208 car parking bays are included for on-site. A total of 11 blue badge holder spaces are included within the overall provision.

Cycle Parking

- 4.14 50 cycle parking spaces will be provided within cycle parking shelters in line with the guidelines. This provision would meet operational needs of the site with a potential for a small increase in cycle mode share.

Operational Van Storage

- 4.15 In addition to the proposed car parking spaces outlined above, 866 van storage spaces are to be included on the ground floor and within a van storage deck across the site.

Electric Vehicles

- 4.16 20% of van storage spaces will be equipped with active electric vehicle charging point (EVCP) infrastructure from the outset. The remaining 80% will be provided with passive infrastructure to be brought forward in future.

5 Travel Plan Objectives and Targets

- 5.1 This chapter sets out TP targets, which are the goals by which TP progress will be measured. The TP sets out targets which the occupier will seek to reach within the period covered by this TP. In addition, interim targets have been set out until the operators of the development are known and initial travel surveys are undertaken.
- 5.2 The success of the Travel Plan is measured by whether it achieves its objectives through set targets which will be identified following the initial survey and which will be advised by HCC.
- 5.3 The sub-objectives are:
- Sub Objective 1: to actively promote sustainable transport options for travel to and from the site, to enable informed decisions about how to travel;
 - Sub-objective 2: to increase the use of active and green travel modes (particularly for shorter trips), and to encourage staff to build active travel into their everyday routines to support and contribute to wider health initiatives;
 - Sub-objective 3: to maximise the accessibility of the site by active modes at all times;
 - Sub objective 4: to raise awareness of the impacts of their travel choices on health, the local environment etc; and
 - Sub-objective 5: to facilitate the use of non-car modes for members where is reasonably practical.

Targets

- 5.4 All targets will be SMART (Specific, Measurable, Achievable, Realistic, Time-bound).
- 5.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time. Aim targets are quantifiable and in the case of this Travel Plan relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 5.6 The Action Targets for this TP are:
- To appoint a Travel Plan Coordinator;
 - Launch the Travel Plan no later than 2 months after the appointment of the TPC;
 - To undertake staff travel surveys within six months of the meaningful occupation of the site; and
 - To submit a full Travel Plan to the council once the staff travel survey has been undertaken.

Aim Targets

- 5.7 The aim targets of this Travel Plan are focused on employee travel to the site with objective of reducing single-occupancy car travel and increase travel by more sustainable modes.
- 5.8 The exact details of staff travel at this site is not yet known, therefore in the absence of this useful data, 2011 census data has been used as a proxy for the development site to establish typical travel behaviour of workers in the local area currently.
- 5.9 The number of staff that arrive at the site by car is estimated using 2011 census 'Method of Travel to Work' data for the Middle Super Output Areas (MSOA) the site is located in. The mode split of staff arriving to the site has been produced and is provided below in **Table 5.1**.

Table 5.1: Census Mode Share Split

Method of Travel	Mode Split
Work mainly at or from home	0%
Underground, metro, light rail or tram	0%
Train	3%
Bus, minibus or coach	2%
Taxi	0%
Motorcycle, scooter or moped	1%
Driving a car or van	73%
Passenger in a car or van	6%
Bicycle	5%
On foot	9%

- 5.10 Whilst the above data demonstrates that 73% of people currently travelling to work in this area drive in a car or van, surveys undertaken at other sites operated by the end user show different patterns. The end user already achieves low levels of car use for commuting purposes at existing sites across the UK and mindful of this, the target is to establish working habits from the outset that match those observed at other sites of the same end-user.
- 5.11 A number of measures will be implemented from day one of opening, and hence it is anticipated that the single occupancy vehicular proportion will be lower than the 2011 census data indicated. On the basis of the mode split achieved at existing sites, and the measures set out in subsequent sections of this TP, a target of 63% car driving mode split is considered achievable. This being a 10% reduction in single occupancy cars ie staff driving to the site alone.
- 5.12 The 63% mode split target above will be reviewed against the first staff travel survey to assess its ongoing appropriateness for use on this site.
- 5.13 A breakdown of target modal splits are provided at **Table 5.2** below.

Table 5.2: Target Modal Split Change

Mode	Baseline	Year 3	Year 5
Car Driver	73%	68%	63%
Walking	9%	11%	14%
Cycling	5%	8%	10%

5.14 Modal split targets can be adjusted following the baseline surveys being undertaken, in agreement with Hampshire County Council.

6 Travel Plan Strategy

Management

- 6.1 The role of Travel Plan Co-ordinator (TPC) has not yet been allocated; however, a suitable person will be appointed prior to beneficial occupation. HCC will be notified of the TPC's contact details.

Travel Plan Co-ordinator Responsibilities

- 6.2 The TPC will be responsible for the administration of the TP, the implementation of measures, and for the on-going monitoring and review of the TP. They will have overall responsibility for ensuring that measures are successfully delivered on time and to budget.
- 6.3 The TPC will liaise with stakeholders such as the tenant, staff associations (if applicable) and HCC regarding the implementation and progression of the TP. The TPC will also provide support with negotiating discounts with local bus (and rail) operators, and walking/cycling outlets.
- 6.4 Once the end user has been confirmed, preliminary liaisons with local cycle shops and public transport operators to scope the possibility of arranging for discounts on equipment and services respectively.
- 6.5 The duties of the TPC will therefore include:
- To communicate information to staff regarding relevant national and local initiatives related to the promotion of sustainable travel;
 - Undertake the Travel Surveys over the 5-year time;
 - Take responsibility for data collection and review of the TP;
 - Design and implement effective marketing and awareness-raising campaigns to promote the TP;
 - Co-ordinate the monitoring programme for the TP, including target setting and make necessary changes if the targets are not being met;
 - Establish and maintain a filing system for recording all correspondence relating to the TP; and
 - Consider the introduction of a personalised journey planning system.

Reporting

- 6.6 The TPC will prepare a monitoring report on an annual basis on the progress of the TP for the first five years of the occupation of the site. The reports will include the following;
- Progress on the implementation of measures and initiatives to provide sustainable transport use;

- Latest survey results; and
- Any revisions to targets and measures.
- The report will be provided to HCC Travel Plan Officers within one month of completion of the survey.
- The monitoring of the Travel Plan is set out in more detail in Section 8 of this report.

Marketing Strategy

- 6.7 Staff will be made aware of the existence of the TP upon commencement of their employment. The following methods could be used as a means of disseminating information to staff and promote events/campaigns/promotions:
- Staff notice boards;
 - Staff newsletters;
 - Employee Welcome Packs (containing travel information); and/or
 - E-groups and forums to disseminate information - and social media such as Twitter, Facebook.

7 Measures and Initiatives

- 7.1 This section of the TP outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of these measures, which include awareness initiatives are infrastructure provision, is considered to be the core of the TP.

Welcome Packs and Notice Boards

- 7.2 All employees, upon commencement of their employment, will be provided with a Welcome Pack, which will contain travel information, and will be directed towards the Travel Information Boards. These will include;
- Name and contact details of the TPC and the availability of the TPC to speak with employees;
 - An introduction to the Travel Plan, its purpose, and a summary document;
 - Information on the health benefits of using active modes of transport;
 - Promotion of Public Transport through the inclusion of bus route maps and timetables and any other public transport information;
 - Promotion of walking and cycling through the inclusion of maps showing walking and cycling routes close to the site;
 - Any specific company policy related to travel; and
 - Details of any cycle discounts and local schemes.

Public Transport

- 7.3 Details of local bus and rail services will be made available to staff where possible through the use of information boards in prominent positions.
- 7.4 Use of the Hampshire 'My Journey' (<http://myjourneyhampshire.com>) planning tool will be promoted to staff. National Rail, Traveline and similar journey planner websites and sustainable transport websites and relevant phone numbers will also be promoted through all relevant means.
- 7.5 The TPC will liaise with local public transport providers to investigate the possibility of negotiating discounts for staff and introducing trial initiatives.

Walking and Cycling

- 7.6 The following measures are proposed in order to promote walking and cycling to and from the site:
- The internal pedestrian/cycle routes will provide safe and convenient crossing facilities;
 - All staff will be informed about the Travel Information Boards which will include maps of local walking and cycle routes and information;

- High quality cycle parking will be provided at convenient and visible locations;
- The TPC will raise awareness of the health benefits of walking and cycling;
- The TPC will promote the use of free health apps to staff;
- changing facilities are proposed for all staff to use. Lockers are also proposed for the safe storage of personal items whilst at work, therefore they can also be used for cycling equipment.
- The TPC will investigate the feasibility of introducing “pop up” bike service stations at the site.;
- The TPC will look into possible collaboration with local public transport providers to improve services, negotiate discounts, and trial initiatives
- The TPC will form a bicycle user group (BUG) to promote cycling to staff;
- Consideration will be given to providing interest free loans for the purchase of bicycles and/or season tickets.

Cycle to Works Scheme

- 7.7 The end user will give consideration to implementing a cycle to work scheme, which will be available to all permanent employees.

Car Sharing

- 7.8 Car sharing schemes are particularly suitable for the occupier’s storage and delivery unit as there are regular shift patterns in place meaning that many staff will start and finish at the same time.
- 7.9 The TPC is to monitor the use of the staff car park and whether many staff are car sharing. If deemed appropriate going forward dedicated car share spaces could be marked in the car park to further encourage car sharing.

Measures and Incentives

- 7.10 Measures to raise travel awareness will be promoted by the TPC, with these including national events such as those listed below;
- National Liftshare Week;
 - Walk to Work Day; and
 - National Bike Week.

8 Monitoring and Review

- 8.1 Monitoring surveys will be undertaken annually within the first year of meaningful occupation, and after the first baseline travel survey. The baseline survey represents the start of the travel plan for monitoring purposes and is known as Year 0.
- 8.2 A minimum response rate of 20% will be targeted on the questionnaire surveys. The survey timetable is as proposed in **Table 8.1** below.

Table 8.1 – Survey Timetable

Description		Timeframe
Travel Survey	Initial Full Survey for Baseline	Year 0
	1st Full Monitoring Survey	Year 1
Travel Survey	Snap Shot Survey	Year 2
Travel Survey	Full Monitoring Survey	Year 3
Travel Survey	Snap Shot Survey	Year 4
Travel Survey	Full Monitoring	Year 5

- 8.3 The TPC will conduct a review of the success of the measures that have been implemented and potential additional measures that could be implemented if the TPC feels this is necessary.

9 Action Plan

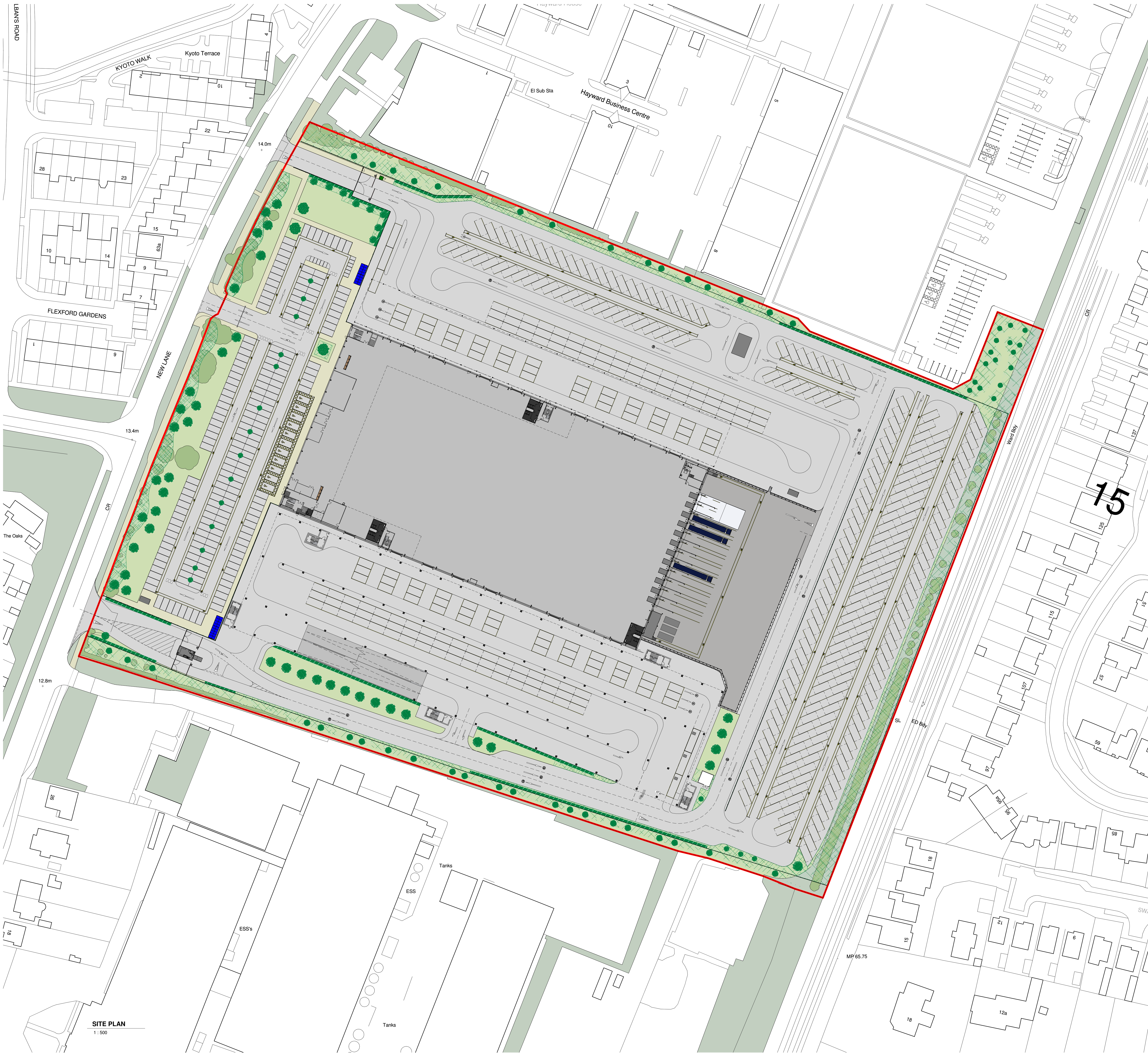
- 9.1 The timetable of the measures proposed and the timescale for implementation is set out below in **Table 9.1**.

Table 9.1 - Action Plan

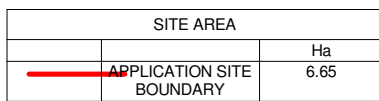
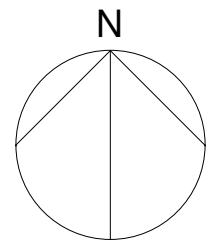
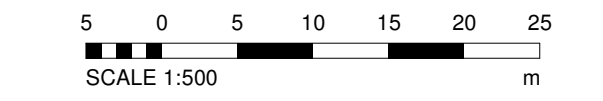
Measures	Timescale	Responsibility	Mode affected
Cycle and motorcycle parking	Upon occupation	Contractor	Cycling and motorcycle
Secure lockers and changing areas	Upon occupation	Contractor	Walking and Cycling
Staff welcome packs (containing travel information)	Upon occupation & ongoing updates for 5 years	TPC	All Modes
Staff travel board	Upon occupation & ongoing updates for 5 years	TPC	All Modes
Posters/table top etc promotions	Upon occupation & ongoing updates for 5 years	TPC	All Modes
Cycle discounts/provision	Upon occupation if agreed with cycle shop/organisers	TPC	Cycling
1st annual travel survey	Within 6 months of first operation	TPC	All Modes
Ongoing annual surveys	Annually for 5 years	TPC	All Modes
Travel Plan monitoring report	Within 1 month of travel survey and annually for 5 years	TPC	All Modes
Additional travel measures	Following travel surveys if needed	TPC	All Modes

Appendix A

Site Layout Plan



Do not scale this drawing.
Architects are to be relied on for any discrepancies.
Contractors must check all dimensions on site.
This drawing is subject to copyright law and is to be used only for the project for which it is issued.
For other information refer to the latest revision of any other referenced drawings.
To be read in conjunction with relevant design standards and protocols.



OPERATIONAL VEHICLES	SPACES
VAN LOADING SPACES	72
VAN STORAGE SPACES	866

CAR PARKING	SPACES
CAR PARKING SPACES	197
ACCESSIBLE SPACES	11
TOTAL PARKING SPACES	208

MOTORCYCLE SPACES	11
BICYCLE SPACES	50

GROUND FLOOR GIA	11,488 m ²
FIRST FLOOR GIA	2,529 m ²
PLANT FLOOR GIA	1,226 m ²
TOTAL GIA	14,017 m ²

ANCILLARY BUILDINGS AREA SCHEDULE	
GUARD CABIN	30m ²
SECURITY GUARD HUT	2m ²

- SITE MATERIALS KEY**
- TARMAC
 - CONCRETE
 - ASPHALT FOOTPATHS
 - EXISTING SOFT LANDSCAPING
 - PROPOSED SOFT LANDSCAPING
 - EXISTING TREES AND HEDGES
 - PROPOSED TREES & HEDGEROWS

P2

UPDATED LANDSCAPING AND HIGHWAY AMENITIES CAPTURED

09.02.21

ELJ

GK

P1

FIRST ISSUE

02.01.21

GK

PW

Rev

Description

Date

By

Chk

Status

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Drawing Title

PROPOSED SITE PLAN GRADE LEVEL

Proj Ref	Origin	Zone	Level	Type	Rev	Rev
7379 - SMR - 00 - ZZ - DR - A - 2003A - S4 - P2						
SMR Job Ref	Sheet	A0	Scale	1 : 500	Drawn	GK
7379-00-2003A						

Appendix B

BREEAM Accessibility Index Calculation

BREEAM 2018 Tra01/02 Accessibility Index calculator



Using the drop down boxes make the relevant selections and press the 'Select' button

Building type

No. nodes required

Select

NODE 1

Public transport type	Bus									
Distance to node (m)	150									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	1.9	1.9	0.09							

NODE 2

Public transport type	Bus									
Distance to node (m)	550									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	3.1	0.09								

NODE 3

Public transport type	Rail									
Distance to node (m)	1000									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	2.1	2.6	2	2.4	1	5.5	1.9			

Accessibility Index 7.96

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