

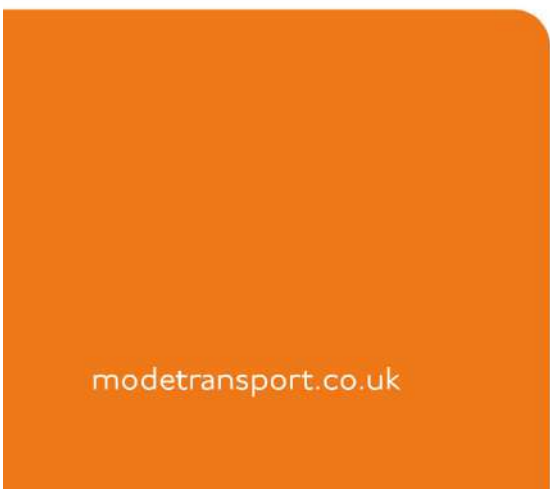


Chancerygate (Erdington) Ltd

Land North of Solent Road, Havant

Framework Travel Plan

May 2021



Chancerygate (Erdington) Ltd

Land North of Solent Road, Havant

Framework Travel Plan

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1. Introduction

1.1 Document Purpose

- 1.1.1 This Framework Travel Plan (FTP) has been prepared by mode transport planning (mode) on behalf of Chancerygate (Erdington) Ltd. It relates to the development of an office and industrial units on Land North of Solent Road, Havant.
- 1.1.2 The development comprises the construction of 1,858m² (GIA) B1a office accommodation to be occupied by Portsmouth Water (PW) and 2,200m² (GIA) of mixed B1c/B2/B8 use. The site will share access with Bosmere Medical Centre from Solent Road.
- 1.1.3 It is noted that the recent changes to Land Use Class orders may mean that B1a and B1c will be sought under Land Use Class E. Nevertheless, from a transport standpoint, the former uses have been accounted for where providing for their corresponding, more specific uses for which the developer intends these to be built and operated.
- 1.1.4 As this document is a 'Framework' Travel Plan, the purpose of this document is to provide the agreed reference point for individual Travel Plan Statements (TPS) to be prepared in accordance with, by individual occupiers. A template TPS is provided in [Appendix A](#), which will be provided to occupiers for their own completion.
- 1.1.5 This FTP will remain a fixed document, with all future travel plan management and monitoring done so by individual occupiers as part of their respective TPS.

1.2 Document Stakeholders

- 1.2.1 Chancerygate is the developer of the site and will retain responsibility of the FTP until individual occupiers cumulatively assume independent responsibility of their respective TPS and then collectively this FTP. It will be the responsibility of individual occupiers (including PW) to complete respective TPS documents in accordance with this FTP and liaise with the Havant Borough Council (HBC) and / or Hampshire County Council (HCC) travel plan officers if and where necessary.
- 1.2.2 This FTP has otherwise been prepared to suitably reflect relevant National and Local planning policy applicable to travel planning and the nature of the development. This includes Revised National Planning Policy Framework (June 2019), the National Planning Practice Guidance web-page, and relevant HBC and HCC policies and guidance.

1.3 Document Structure

1.3.1 The remainder of this FTP is structured as follows:

Section 2 – Development Details;

Section 3 – Baseline Audit;

Section 4 – Overarching Aim, Objectives and Benefits;

Section 5 – Travel Plan Strategy;

Section 6 – Monitoring Review;

Section 7 – Targets;

Section 8 – Measures and Initiatives; and

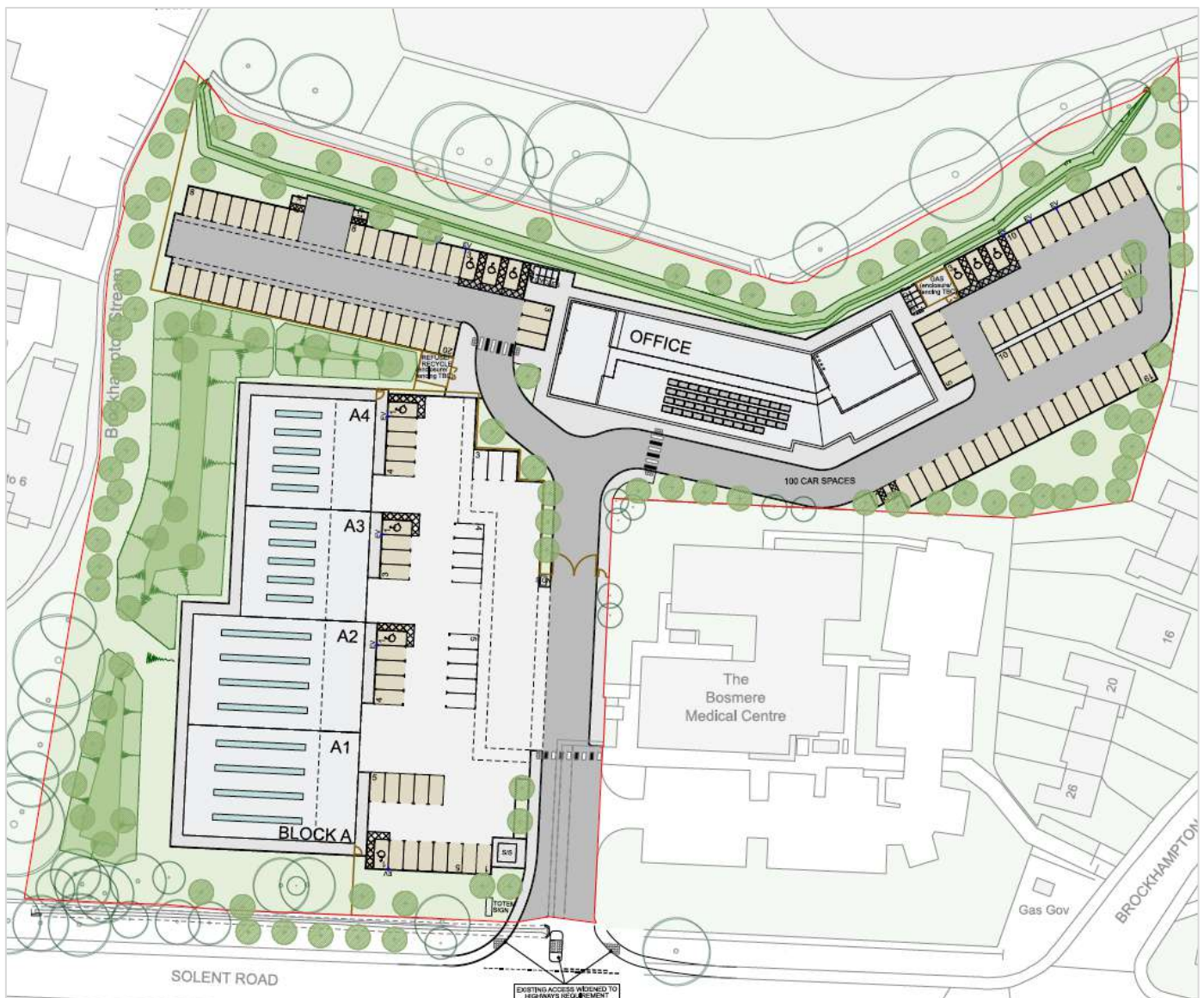
Section 9 – Action Plan.

2. Development Details

2.1 Site Layout

2.1.1 The development proposals comprise the construction of 1,858m² (GIA) office accommodation to be occupied by Portsmouth Water (PW) and four industrial units totalling 2,200m² (GIA). The proposed site layout is shown in **Figure 2.1** and is also provided in **Appendix B**.

Figure 2.1 Proposed Site Layout



2.2 Access Arrangements

2.2.1 The development proposals will share an existing access for the adjacent Bosmere Medical Centre. It will however be upgraded to enable goods vehicle movements associated with the proposed industrial units and suitable pedestrian connectivity into the site.

2.2.2 The proposed upgrade of the access arrangement includes for retaining a footway on the western side of the bell-mouth onto Solent Road and continued connectivity into the Bosmere Medical Centre by way of an existing informal zebra crossing across the access road. These arrangements will also provide a pedestrian connection into the proposed industrial units, in combination with a new footway on the eastern side of the access road into the proposed PW office at the northern end of the site.

2.3 Car and Cycle Parking Arrangements

2.3.1 A total of 100 car parking spaces will be provided for the PW office (including 6 disabled bays), whilst 30 car parking spaces will be provided for the four industrial units (including 1 disabled bay per unit).

2.3.2 Cycle parking will be provided in-line with HBC's minimum cycle parking standards for both the office and industrial units. On this basis, 12 long stay and 4 short stay cycle parking spaces will be provided for the office, whilst 14 cycle parking spaces will be provided internally within the industrial units (and fitted out depending on eventual end occupier need, with sufficient stands in-line with the minimum standards provided by the developer).

2.4 Operational Activities

2.4.1 The office will provide a new base for PW by relocating operations from their existing premises on Brockhampton Road, a short distance to the north west of the site. This will accommodate staff fulfilling office-based roles on behalf of PW.

2.4.2 The industrial units are expected to reflect the B1c (now covered by E), B2 or B8 land uses for which planning permission is sought. Where the units are very modest in scale, these are expected to be occupied by businesses operating modest-scale, industrial-type operations, with potential for some very limited servicing activity and low levels of staff.

2.4.3 Individual occupiers will confirm the nature of their business operations through implementation of their respective TPS.

2.5 Staff Numbers

2.5.1 Staff numbers will be confirmed by individual occupiers (including PW) through implementation of their respective TPS. Due to commercial sensitivities, the number of PW staff will need to be reserved on this basis. Where industrial units remain speculative, staff numbers for occupiers will also rely on this process.

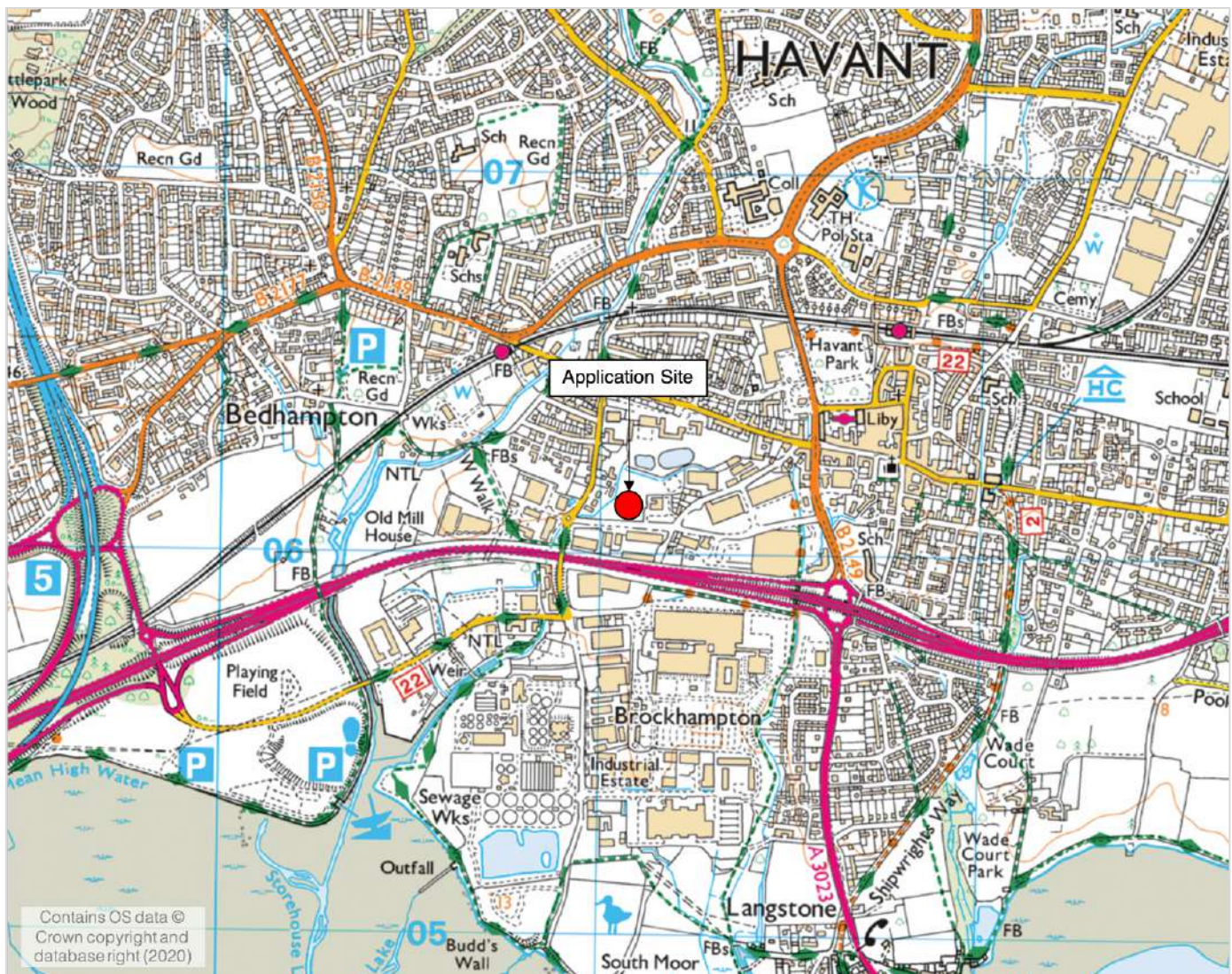
3. Baseline Audit

3.1 Location

3.1.1 The site is situated in a primarily industrial / retail area, located opposite Solent Trade Park. Neighbouring the site is the Bosmere Medical Centre. The site is currently undeveloped.

3.1.2 The location of the site is shown on **Figure 3.1**.

Figure 3.1 Application Site Location



3.2 Pedestrian and Cycle Connections

3.2.1 The location of the site is such that there is a well-established network of pedestrian and cycle routes along key highway links providing good connectivity to nearby bus stops, Havant railway station and nearby residential areas such as Bedhampton, Warblington, Langstone and Leigh Park.

- 3.2.2 At the site access the existing footway along the western kerb line will be retained along with the existing informal zebra crossing, retaining safe pedestrian access to Bosmere Medical Centre and for future employees of the development. After the existing zebra crossing, the footway will continue along the eastern kerb line of the access road providing safe access to the office building. A gated pedestrian entrance will be provided allowing secure access to PW employees.
- 3.2.3 Solent Road benefits from lit footways along both sides of the carriageway and at the signalised junction with the Tesco access and at the signalised junction with Park Road South, pedestrians are afforded with signalised crossings, facilitating convenient movement between the site and nearby bus stops. Likewise, a combination of signalised and unsignalised formal crossing points are provided along the route to the station facilitating convenient movement for staff.
- 3.2.4 The local cycle connections in the vicinity of the site are demonstrated on **Figure 3.1**.

Figure 3.1 Local Cycle Connections



3.3 Public Transport Connections

- 3.3.1 The site is well served by frequent bus services with the nearest permanent bus stops located 500m east of the site on Park Road South. Bus stops are provided with shelter, seating and timetable information. The bus services available from these stops are summarised in **Table 3.1**.

Table 3.1 Local Bus Services

Route No.	Frequency (no. of buses per hour)			Route
	Monday – Friday	Saturday	Sunday	
30	2	2	1	Havant – Hayling Island circular
31	2	2	1	Havant – Hayling Island circular
700	2	2	2	Chichester – Havant – Hilsea – Portsmouth

3.3.2 In addition to the bus services available on Park Road South, request stops are also provided adjacent to the site access on Solent Road. These advertise the stopping of 'Xelabus' service 74 between Havant Bus Station, Havant Tesco Extra and the Bosmere Medical Centre. This is advertised to service these bus stops on Monday to Friday between 10:00 and 14:00, and at 15-minute intervals.

3.3.3 Bedhampton station is located 900m north-west of the site, accessible within a walk time of 11 minutes and a cycle time of 4 minutes. Typical journey times and frequencies to a selection of direct destinations are outlined in **Table 3.2**.

Table 3.2 Table 3.2 Direct Rail Services from Bedhampton Station

Destination	Frequency	Journey Time	Destination	Frequency	Journey Time
Littlehampton	1 per hour	43 minutes	Chichester	1 per hour	23 minutes
Portsmouth Harbour	1 per hour	17 minutes	Haslemere	1 per hour	37 minutes
Portsmouth & Southsea	2 per hour	13 minutes	Petersfield	1 per hour	19 minutes

3.3.4 Havant station is located 1.0km to the north-east of the site, accessible in walk time of 13 minutes and cycle time of 4 minutes and offers access to additional services to alternative destinations. Typical journey times and frequencies to a selection of direct destinations are outlined in **Table 3.3**.

Table 3.3 Direct Rail Services from Havant Station

Destination	Frequency	Journey Time	Destination	Frequency	Journey Time
Fareham	3 per hour	17 minutes	Horsham	2 per hour	50 minutes
Southampton	3 per hour	40 minutes	Brighton	2 per hour	70 minutes

3.3.5 Overall, the location of the site provides a realistic choice in travel modes to cater for daily journey which would act to reduce employees' reliance on the private cars.

4. Overarching Aim, Objectives and Benefits

4.1 Overarching Aim

- 4.1.1 The overarching aim of this FTP is to put in place the management tools deemed necessary to enable employees to make informed decisions about their travel to the site, which at the same time minimises the adverse impacts of travel on the environment. This is achieved by setting out a strategy for eliminating barriers that keep employees from making use of sustainable modes.
- 4.1.2 Improving the transport choices available to people, rather than focussing on providing for the private car, will lead to a more equitable and sustainable development that provides travel options for all site users, regardless of whether or not they own a car.

4.2 Objectives

- 4.2.1 The transport principles for the site reflect sustainable objectives which can be summarised under the following headings:
- Individual occupiers working together to promote sustainable and active travel to the site for all staff members working on the site;
 - Promote sustainable transport choices for employees and visitors travelling to and from the site;
 - Promote accessibility to the site by walking, cycling, public transport and car sharing;
 - Increase the awareness of the environmental and social benefits of using alternative modes of transport; and
 - For those that do drive, encouraging the use of electric vehicles through provision and ongoing monitoring of charging points.
- 4.2.2 It is intended that the objectives will be met by identifying and implementing initiatives that provide employees and visitors with a variety of travel choices and in doing so, reduce the need to travel by private car.
- 4.2.3 By meeting the objectives set out above, all TPS documents will comply with National and Local planning policy. The objectives will also provide focus and direction to the overarching FTP, leading to appropriate measures and targets being set.

4.3 Benefits

- 4.3.1 By meeting the objectives, the FTP and corresponding TPS documents will bring about the following benefits:

Employee Benefits

- Health benefits associated with walking and cycling, including reduced levels of stress;
- The opportunity to save money by using alternative modes of travel to the car; and
- Improved quality and reliability of employee journeys to and from work.

Occupier Benefits

- An improved compliance within the planning context;
- A demonstration of any environmental credentials;
- An incentive to recruiting and retaining employees; and
- A healthier and more productive workforce.

Wider Community Benefits

- On-going reductions in vehicular generated traffic on the local highway network;
- Increasing patronage on existing public transport modes;
- Health benefits associated with walking and cycling; and
- A contribution towards overall reduction in travel emissions.

5. Travel Plan Strategy

5.1 Overview

5.1.1 A Travel Plan Coordinator (TPC) will be appointed by each occupier upon occupation of respective units. TPCs will be responsible for overseeing the management, development, implementation, monitoring and review of their TPS on behalf of the occupier.

5.2 Travel Plan Co-ordinator

5.2.1 The TPC will be a part time role (likely to be part of a day-to-day admin role of the business) whose responsibilities will include:

- Acting as a point of contact for all employees;
- Managing the development and implementation of the TPS measures;
- Promoting the objectives and benefits of the TPS;
- Monitoring the success of the TPS against the targets and measures outlined in this FTP;
- Reporting the results of the TPC monitoring to HBC and / or HCC as necessary; and
- Where practical to do so, liaising with TPCs at other units to discuss the travel strategy as per this FTP.

5.3 Marketing

5.3.1 Employees will be made aware of the existence of the FTP and their relevant TPS upon commencement of their employment (or as part of the relocation to the new premises). The following methods could be used as a means of disseminating information to employees as well as promoting events / campaigns / promotions:

- Employee noticeboards;
- Employee newsletters (where possible);
- Employee Travel Pack; and / or
- E-groups and forums.

6. Monitoring and Review

6.1 Monitoring Strategy

- 6.1.1 In order to determine the success of this FTP in achieving the desired overarching aim, objectives and benefits, a defined, regular programme of monitoring will be required for each TPS. The objective of the monitoring process is to regularly assess employees' travel patterns to work, and identify when / if the plan, or elements of the plan strategy, are not working and may need to be changed.
- 6.1.2 The monitoring programme will begin with the initial baseline employee travel questionnaire survey and undertaken within 6 months occupation of respective units in accordance with HCC guidance. The baseline surveys will seek to establish baseline travel patterns and travel habits (although as discussed in [Section 7](#), an interim estimate of mode share is already available).
- 6.1.3 The modal split capture through the baseline questionnaires surveys will be used for monitoring purposes, whereby the results of future travel surveys will be compared with the results of the initial survey.
- 6.1.4 Following the baseline survey, travel questionnaire surveys will be repeated in Years 3 and 5, enabling a mode shift to be identified as well as offering the opportunity to gather new information about wider attitudes to travel.
- 6.1.5 Monitoring of the following will also be useful to judge whether the implementation or proportion of certain measures would benefit from modification. The following factors should be monitored as part of the programme:
- The utilisation and demand for cycle parking;
 - Usage of the allocated car park spaces to be able to inform ongoing measures aimed at reducing car use, including utilisation of EV charging points; and
 - Comments received from employees relating to the operation and implications of their respective TPS.

6.2 Reporting

- 6.2.1 An annual TPS review will be undertaken for a period of 5 years following the occupation of respective units, to provide opportunity for each TPC to assess the progress of their TPS. This will outline the results of the monitoring in the preceding period, measures that have been implemented and any suggested changes to targets and measures as a result of the survey data. This will be included within the back of each TPS, which can be submitted to HBC and / or HCC if necessary.

7. Targets

7.1 Purpose of Target Setting

7.1.1 Targets are the measurable goals by which progress will be assessed. This FTP sets out targets that all occupiers will seek to achieve within the individual TPS monitoring periods. There is merit in all targets being **SMART**; that is **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime related.

7.2 Mode Share Targets

7.2.1 The baseline mode split figures for employees will be established from the results of the initial baseline employee travel questionnaire surveys for each unit. For the purpose of this FTP, interim baseline mode shares have been adopted as per the following:

- For the office, a Travel Questionnaire of PW staff that had informed the Transport Assessment submitted with the planning application; and
- For the industrial units, 'Journey to Work' mode share data, provided in the 2011 Census for the site location.

7.2.2 The targets propose a 10% mode shift from single-occupancy car driver trips to sustainable modes from the baseline over a 5-year period for both the office and industrial units. Indicative targets are shown in **Tables 7.1 and 7.2** for the office and industrial units, respectively.

Table 7.1 Mode Share Targets (Office)

Target	Indicator	Mode Shift		
		Baseline	Year 3	Year 5
Achieve a 10% decrease in single occupancy vehicle (SOV) trips.	Employee questionnaire surveys	As surveyed (81.3% interim)	-5%	-10%
Achieve an increase in use of public transport modes to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (5.4% interim)	+2%	+4%
Achieve an increase in walking to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (7.8% interim)	+1%	+2%
Achieve an increase in cycling to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (0.8% interim)	+1%	+2%
Achieve an increase in car sharing to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (3.1% interim)	+1%	+2%

Note: Interim mode share also includes for 1.5% by 'other' travel modes

Table 7.2 Mode Share Targets (Industrial)

Target	Indicator	Mode Shift		
		Baseline	Year 3	Year 5
Achieve a 10% decrease in single occupancy vehicle (SOV) trips.	Employee questionnaire surveys	As surveyed (69.5% interim)	-5%	-10%
Achieve an increase in use of public transport modes to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (8.8% interim)	+2%	+4%
Achieve an increase in walking to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (6.7% interim)	+1%	+2%
Achieve an increase in cycling to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (4.9% interim)	+1%	+2%
Achieve an increase in car sharing to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed (7.9% interim)	+1%	+2%

Note: Interim mode share also includes for 2.2% by 'other' travel modes

7.2.3 It is recognised that it is not possible to set out accurate targets far into the future, even when based on actual mode share data. Given this, it should be acknowledged that the targets for individual occupiers may change over time as the results of ongoing monitoring become available, which may also account for increased home-working.

7.2.4 The monitoring process will provide a method by which the progress towards targets can be tracked. The monitoring programme will begin with the initial baseline employee travel questionnaire survey and undertaken within 6 months occupation of respective units. Further surveys will be repeated in Years 3 and up to Year 5 to monitor progress towards the interim and final targets of each TPS.

7.3 Remedial Measures

7.3.1 Should it become apparent that targets are not being met, the TPC will ensure corrective measures are put in place through a review meeting to determine what measures can be taken to further reduce travel-related impact and achieve greater up-take of the measures and initiatives included within the FTP.

7.3.2 To achieve the required modal shift, remedial measures will be considered including identification and implementation of what measures can be taken to further reduce travel-related impacts and achieve a greater take up / reinforcement of measures included within the Travel Plan and additional Travel Plan measures to those already in place. Any remedial measures to be implemented would be discussed and agreed stakeholders, occupiers, HBC and / or HCC.

8. Measures and Initiatives

8.1 Overview

8.1.1 This section of the FTP outlines the specific physical and management measures to be implemented by each occupier and promoted by respective TPCs. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of this FTP.

8.2 Promoting Walking

8.2.1 The benefits of walking will be promoted to all employees, albeit recognising that walking is not always an attractive option – for example staff travelling to or from work during the night-time (for early or late shifts) or during the winter months when daylight hours are limited.

8.2.2 The following measures are proposed in order to promote walking to and from the site:

- TPCs will provide employees and visitors with information about available walking routes to the site;
- TPCs will raise awareness of the health benefits of walking; and
- TPCs will encourage participation in Walk to Work Week and / or other relevant events to encourage walking.

8.3 Promoting Cycling

8.3.1 The benefits of cycling as an alternative mode will be promoted to all employees, albeit recognising that cycling is only a realistic option for those living within a suitable cycle distance from the site. The merits of cycling to work can be actively promoted to those employees living within 5km of the site on this basis. It is further recognised that cycling is not always an attractive option – for example during winter months or in darkness.

8.3.2 The following measures are proposed to promote cycling:

- Secure cycle parking in line with HBC minimum cycle standards will be provided within individual units and uptake / utilisation will be monitored by respective TPCs;
- Employees will be made aware of free cycle training courses available from the local authorities;
- TPCs will raise awareness of the health benefits of cycling;
- All employees will be provided with any available cycle orientated travel information, which may include maps of local cycle routes and information; and

- TPCs will encourage participation in national cycle events such as Bike Week or Cycle to Work Day.

8.4 Promoting Public Transport

- 8.4.1 The publicity, marketing and promotion of the public transport services will inform employees as to the benefits of travelling by bus. Bus timetable information and locations of bus stops will also be provided in the publicity material. Journey Planner websites, smartphone applications (apps) and enquiry phone numbers will also be promoted through all relevant means.
- 8.4.2 TPCs will ensure that employees are aware of bus routes and train timetables for public transport services operating in the vicinity of the site. Bus and train timetables are free from all stations and could be displayed on noticeboards within individual units.

8.5 Car Sharing

- 8.5.1 Car sharing is an effective method of reducing congestion and car parking stress. It should therefore be encouraged where it is considered necessary for staff to drive (e.g. late night/early morning shifts). TPCs will provide promotional leaflets to employees advertising the local car sharing initiative.

8.6 Taxis

- 8.6.1 To promote the use of taxis, local taxi operator numbers will be made available within individual units by TPCs for visitor / employees, who can arrange for taxi services to collect them immediately outside the units.

8.7 Car Parking

- 8.7.1 TPCs will be responsible for reviewing and managing parking allocated to respective units and / or occupiers. The following measures will be undertaken to manage car parking:
- TPCs to implement a parking policy for the respective occupier, which is included in the interview and induction processes for new staff at the unit (and may consider home-postcodes of staff);
 - TPCs will keep an up-to-date record of employee vehicle registration details (and engine type) and will count parking occupancy as part of the annual monitoring, including utilisation of EV charging points; and
 - TPCs may be able to use the above focus attention on employees who drive, seeking to (appropriately) challenge travel behaviour with the objective of encouraging a shift to sustainable modes of travel.

8.8 Other Initiatives

- 8.8.1 Other initiatives to be promoted by individual occupiers could include advertising job opportunities locally, so as to encourage people living within walking and cycling distance of the site to apply for positions at the respective units.

9. Action Plan

9.1.1 An 'Action Plan' is outlined in **Table 9.1**. This sets out the measures included within this FTP that are directed at influencing travel patterns.

Table 9.1 Action Plan

Measure	Timescale	Responsibility
Appointment of the TPC	Prior to occupation of unit	Occupier
Provision of sustainable travel information	Upon occupation and updated as required	TPC
Preparation of TPS with baseline traffic survey information and issue to HBC and / or HCC	Within 3 months of occupation	TPC
General promotion of sustainable travel opportunities	Ongoing	TPC
Provision of information related to walking and cycling routes in the area	Ongoing	TPC
Provision of cycle parking facilities for each unit	During construction	Developer
Provision of EV charging points for each unit	During construction	Developer
Monitor usage of staff cycle parking and EV spaces	Ongoing	Occupier / TPC
Undertake Year 3 employee travel questionnaire surveys	Year 3 anniversary of baseline survey	Occupier / TPC
Undertake Year 5 employee travel questionnaire surveys	Year 5 anniversary of baseline survey	Occupier / TPC
Update TPS with survey and monitoring findings for the preceding period and issue to HBC and / or HCC	Within 3 months of survey	TPC

APPENDICES

APPENDIX A

Template TPS

Travel Plan Statement

Land North of Solent Road, Havant

This Travel Plan Statement (TPS) has been prepared as a template for completion by occupiers of office and industrial units at Land North of Solent Road, Havant. It is a requirement of planning permission that occupiers complete this TPS and in accordance with the Framework Travel Plan (FTP).

This TPS includes details of the Travel Plan Coordinator (TPC) nominated and funded by the occupier. Details of the TPC responsibilities are outlined in this TPS including the completion of travel surveys and monitoring provided at the end of this TPS, for provision to the local authorities, if required.

Occupier Details (Development premises only)

Criteria	Details
Date of occupation and unit no.	
Business trading name	
Description of business operations	
Number of staff (part time / full time)	
Number of allocated parking spaces	
Any known disability requirements	

TPC Details

Criteria	Details
TPC name	
TPC job title	
TPC email address	
TPC phone number	

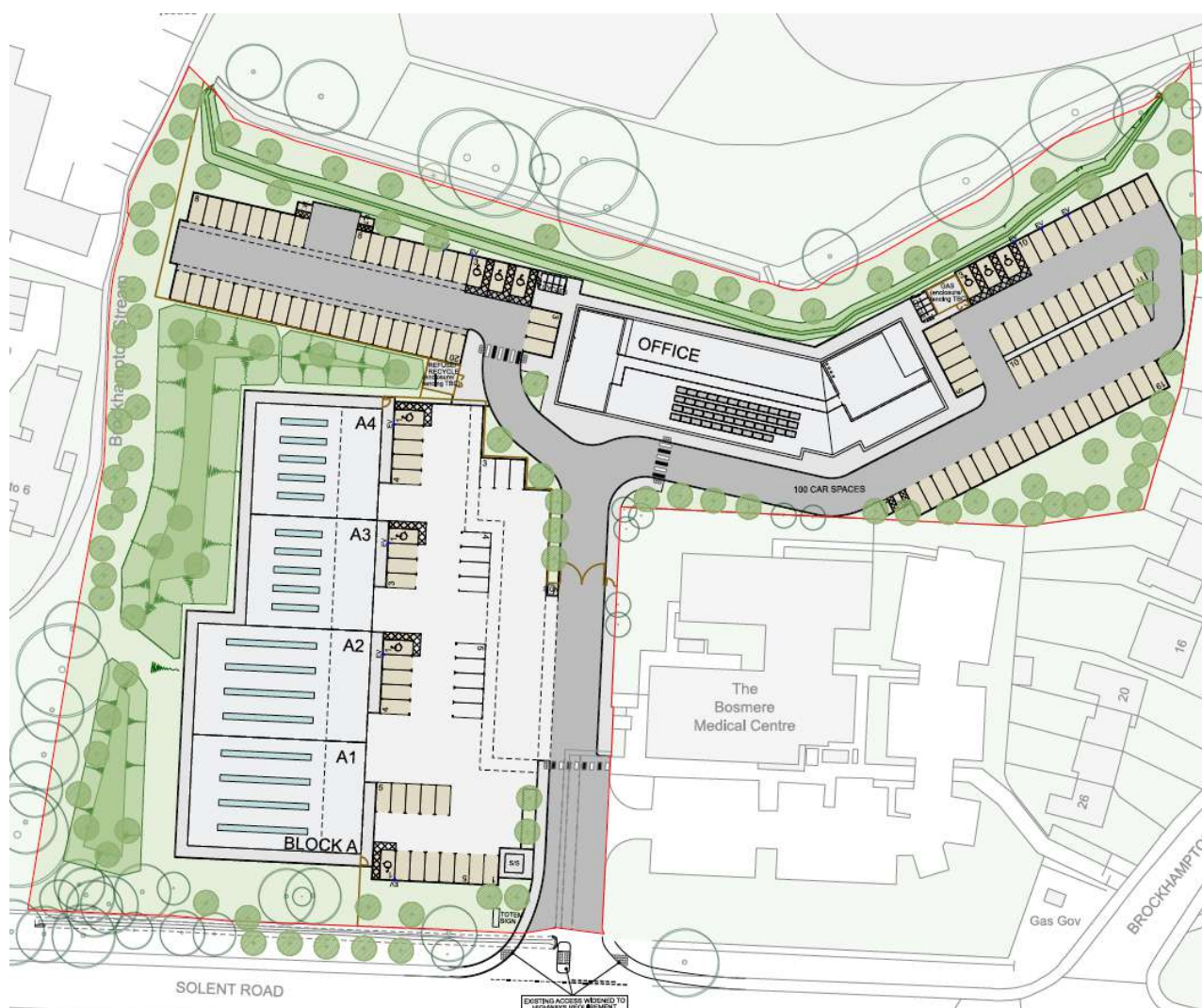
Occupier and TPC Commitment to TPS Implementation

Criteria	Details
TPC name, signature and date	
Management, signature and date	

1. The Development

The development comprises a new office for Portsmouth Water (PW) and 4 industrial units. The site layout is shown on **Figure 1**.

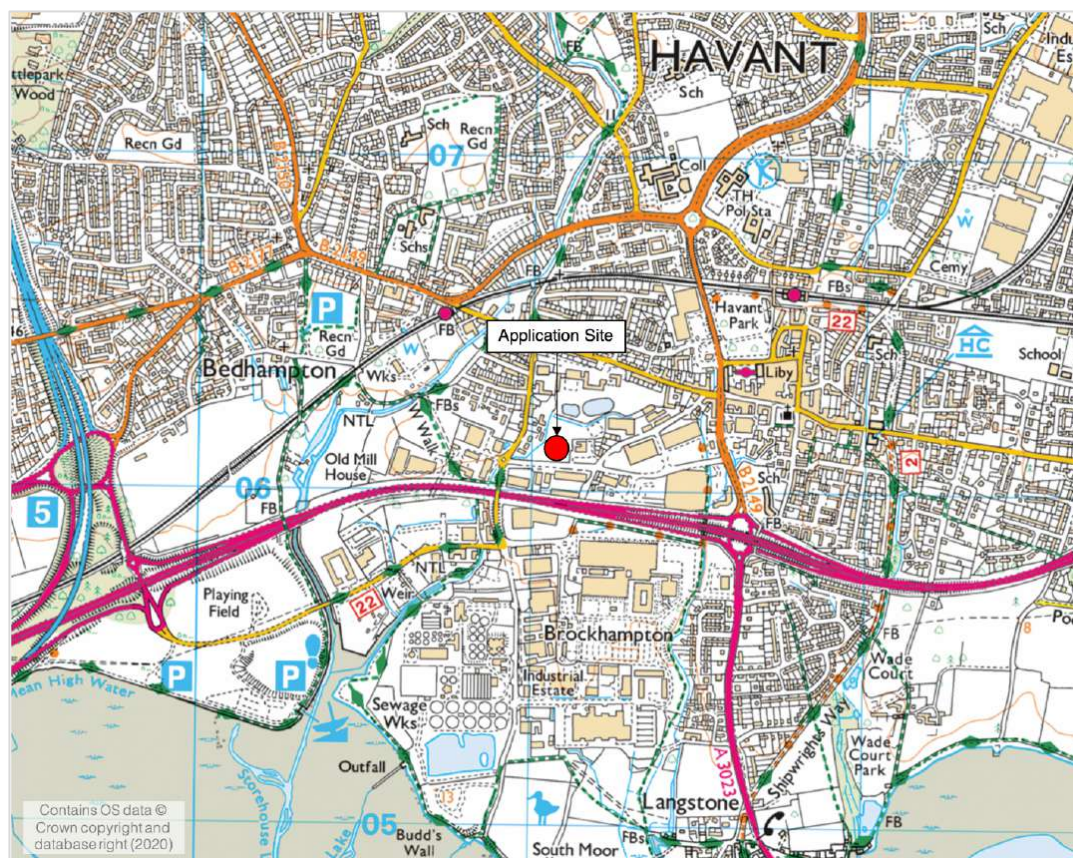
Figure 1 Layout of the Development



2. Site Location

The location of the site in Havant is shown on **Figure 2**.

Figure 2 Site Location



3. Available Walking and Cycle Connections

The location of the site is such that there is a well-established network of pedestrian and cycle routes along key highway links providing good connectivity to nearby bus stops, Havant railway station and nearby residential areas such as Bedhampton, Warblington, Langstone and Leigh Park.

Solent Road benefits from lit footways along both sides of the carriageway and at the signalised junction with the Tesco access and at the signalised junction with Park Road South, pedestrians are afforded with signalised crossings, facilitating convenient movement between the site and nearby bus stops. Likewise, a combination of signalised and unsignalised formal crossing points are provided along the route to the station facilitating convenient movement for staff.

4. Available Public Transport Services

The site is well served by frequent bus services with the nearest permanent bus stops located 500m east of the site on Park Road South. Bus stops are provided with shelter, seating and timetable information. The bus services available from these stops are summarised below.

Available Bus Services on Park Road South

Route No.	Frequency (no. of buses per hour)			Route
	Monday – Friday	Saturday	Sunday	
30	2	2	1	Havant – Hayling Island circular
31	2	2	1	Havant – Hayling Island circular
700	2	2	2	Chichester – Havant – Hilsea – Portsmouth

In addition to the bus services available on Park Road South, request stops are also provided adjacent to the site access on Solent Road. These advertise the stopping of 'Xelabus' service 74 between Havant Bus Station, Havant Tesco Extra and the Bosmere Medical Centre. This is advertised to service these bus stops on Monday to Friday between 10:00 and 14:00, and at 15-minute intervals.

Bedhampton station is located 900m north-west of the site, accessible within a walk time of 11 minutes and a cycle time of 4 minutes. Havant station is located 1.0km to the north-east of the site, accessible in walk time of 13 minutes and cycle time of 4 minutes and offers access to additional services to alternative destinations.

5. TPS Objectives and Benefits

1. For individual occupiers to work together in promoting sustainable and active travel to the site for all staff members;
2. Promote sustainable transport choices for employees and visitors travelling to and from the site;
3. Promote accessibility to the site by walking, cycling, public transport and car sharing;
4. Increase the awareness of the environmental and social benefits of using alternative modes of transport; and
5. For those that do drive, encouraging the use of electric vehicles through provision and ongoing monitoring of charging points.

By meeting the above objectives, the following benefits are expected to be brought about:

Employee benefits:

- Health benefits associated with walking and cycling, including reduced levels of stress;
- The opportunity to save money by using alternative modes of travel to the car; and
- Improved quality and reliability of employee journeys to and from work.

Occupier benefits:

- An improved compliance within the planning context;
- A demonstration of any environmental credentials;
- An incentive to recruiting and retaining employees; and
- A healthier and more productive workforce.

Wider community benefits:

- On-going reductions in vehicular generated traffic on the local highway network;
- Increasing patronage on existing public transport modes;
- Health benefits associated with walking and cycling; and
- A contribution towards overall reduction in travel emissions.

6. TPS Mode Share Targets

Targets are the measurable goals by which progress will be assessed. The FTP sets out travel mode share targets that all occupiers should seek to achieve within their TPS monitoring periods.

The baseline mode split figures for employees will be established from the results of the initial baseline employee travel questionnaire survey. Year 3 and Year 5 targets have been adopted as per the FTP. These are referenced below.

Target	Indicator	Change to Mode Share		
		Baseline	Year 3	Year 5
Achieve a 10% decrease in single occupancy vehicle (SOV) trips.	Employee questionnaire surveys	As surveyed	-5%	-10%
Achieve an increase in use of public transport modes to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed	+2%	+4%
Achieve an increase in walking to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed	+1%	+2%
Achieve an increase in cycling to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed	+1%	+2%
Achieve an increase in car sharing to offset reduction in SOV use.	Employee questionnaire surveys	As surveyed	+1%	+2%

The baseline mode split figures for employees will be established from the results of the initial baseline employee travel questionnaire surveys, enclosed within this TPS.

7. TPC Responsibilities

The TPC is a part-time role (likely to be part of a day-to-day admin role of the business) whose responsibilities include:

- Acting as a point of contact for all employees;
- Making employees aware of the existence of the FTP and this TPS, for example through use of notice boards, newsletters, employee travel packs or e-groups / forums;
- Managing the development and implementation of the TPS measures;
- Promoting the objectives and benefits of the TPS;
- Monitoring the success of the TPS against the targets and measures outlined in the FTP; and Reporting the results of the TPS monitoring to Officers at HBC and / or HCC as necessary.

8. Measures and Initiatives

Walking:

- TPC to provide employees and visitors with information about available walking routes to the site;
- TPC to raise awareness of the health benefits of walking; and
- TPC to encourage participation in Walk to Work Week and / or other relevant events to encourage walking.

Cycling:

- Secure cycle parking will be provided within individual units and uptake / utilisation will be monitored by the TPC;
- TPC to make employees aware of free cycle training courses available from the Local Authority;
- TPC to raise awareness of the health benefits of cycling;
- TPC to provide all employees with any available cycle orientated travel information, which may include maps of local cycle routes and information; and
- TPC to encourage participation in national cycle events such as Bike Week or Cycle to Work Day.

Public Transport:

- TPC to ensure that employees are aware of bus routes and train timetables for public transport services operating in the vicinity of the site; and
- Bus and train timetables are free from all stations and could be displayed on noticeboards within individual units.

Car Sharing and Taxis:

- TPC to encourage car sharing where it is considered necessary for staff to drive (e.g. late night/early morning shifts).
- TPC to provide promotional leaflets to employees advertising the local car sharing initiative; and
- TPC to promote the use of taxis and local taxi operator numbers made available for visitors / employees.

Management of Car Parking:

- TPC to implement a parking policy, which is included in the interview and induction processes for new staff;
- TPC to keep an up-to-date record of employer vehicle registration details (and engine type) and count parking occupancy as part of the annual monitoring, including utilisation of EV charging points; and
- TPC may be able to use the above to focus attention on employees who drive, seeking to (appropriately) challenge travel behaviour with the objective of encouraging a shift to sustainable modes of travel.

Other initiatives:

- Advertising job opportunities locally, so as to encourage people living within walking and cycling distance of the site to apply for available positions.

9. Monitoring and Reporting

The monitoring programme will begin with the initial baseline employee travel questionnaire survey, which will be undertaken within 6 months of occupation of respective units, in accordance with HCC guidance.

Following the baseline survey, the travel questionnaire surveys will be repeated in Years 3 and 5, enabling a mode shift to be identified as well as offering the opportunity to gather new information about wider attitudes to travel.

Monitoring of the following will also be useful to judge whether the implementation or proportion of certain measures would benefit from modification. The following factors will be monitored as part of the programme:

- The utilisation and demand for cycle parking;
- Usage of the allocated car park spaces to be able to inform ongoing measures aimed at reducing car use, including utilisation of EV charging points; and
- Comments received from employees relating to the operation and implications of their respective TPS.

An annual TPS review will be undertaken for a period of 5 years following the occupation of respective units, as per the following **Sections 10 to 13**. This will outline the results of the monitoring in the preceding period, year on year. The updated TPS with this information included should, if necessary, then be submitted to HBC and / or HCC if necessary.

10. Annual Employee Travel Questionnaires

The following annual employee travel questionnaire is to be completed in this TPS (as per the below).
The questionnaire simply asks:

“What is your main method of travel to work, most of the time?”

This can be undertaken as the occupier find suitable, provided this is undertaken within 3 months of each year (or within 6 months following occupation) and that this includes for all staff wherever practical (with the form filled in with numbers of staff per column who use this method of travel to work).

Annual Survey	Drive by myself	Car share	Public transport	Cycle	Walk	Motorcycle
At occupation						
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						

11. Annual Car and Cycle Parking Count

An annual count of car and cycle parking is to be completed in this TPS (as per the below) at the same time as the employee travel questionnaire.

This can be undertaken as the occupier find suitable, provided this is undertaken within 3 months of each year (or within 6 months following occupation) and corresponds with a spot check undertaken at peak times of usage.

Annual Survey	Car Parking Space		Electric Vehicle Parking Spaces		Cycle Parking Spaces	
	No. spaces available	No. spaces used	No. spaces available	No. spaces used	No. spaces available	No. spaces used
At occupation						
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						

12. Mode Shift Monitoring

Based upon the results of the annual employee travel questionnaires, the percentage of employees who 'drive by myself' should be recorded in the following table and considered against the 3-year and 5-year target:

Annual Survey	Target	Actual
At occupation	As per first survey	As per first survey
Year 1	As per first survey	
Year 2	As per first survey	
Year 3	As per first survey less 5%	
Year 4	As per Year 3	
Year 5	As per Year 3 less 5%	

13. Reporting on Measures and Employee Feedback

Any general commentary on challenges or successes with travel planning measures should be noted in the following table as part of the annual monitoring, including any employee feedback.

Annual Survey	Commentary
At occupation	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	

APPENDIX B

Site Layout Plan



NOTES

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Subject to Statutory Approvals.

Landscaping is indicative, please refer to Landscape Architect's drawing(s) for details of trees & planting

- KEY
- 2M HIGH BLACK WELDMESH FENCE WITH MATCHING GATES
 - CHARCOAL BLOCK PAVING
 - BUFF BLOCK PAVING
 - CONCRETE
 - TARMAC
 - EXISTING TREES TO BE RETAINED
 - PROPOSED TREES
 - EV ELECTRIC CHARGING POINTS

Rev	Description	Chk	Date
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Project Title.

**SOLENT ROAD
HAVANT**

Drawing Title.

**SITE PLAN
AS PROPOSED**

Drawing Status.

TOWN PLANNING



Drawn By. R P	Scale. 1:500 @ A2	Date. 14/10/2020	Chk'd By. E D
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Chancerygate
DEVELOPMENT AND ASSET MANAGEMENT

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