



PREMIER INN – HAVANT (LANGSTONE)

Proposed 82 bedroom Premier Inn Hotel

TRAVEL PLAN

Prepared on Behalf of WHITBREAD GROUP PLC. / PREMIER INN

RLR/WHIT/14/2387/TP01

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RGP - Transport Planning and Infrastructure Design Consultants

The Old Stables
Fry's Yard
Bridge Street
Godalming
Surrey
GU7 1HP
Tel: 01483 861681
Fax: 01483 861682
www.rgp.co.uk



INTRODUCTION

This Travel Plan is prepared by RGP on behalf of Whitbread Group Plc., the hotel operator in relation to the proposed 82 bedroom Premier Inn hotel and 74 cover integral restaurant, for guest use on land to the east of Langstone Technology Park, Havant, Hampshire.

The site has previously been granted planning consent for the erection of a budget hotel and separate family restaurant, new access from Langstone Technology Park service road, and associated parking and landscaping. (Planning Reference: APP/12/00467).

The development has been partially built-out with 'The Langbrook Farm' family restaurant (1,272m²), operated by Greene King, constructed on the southern part of the site which is now operational. Premier Inn have acquired the northern section of the site and have submitted a new planning application (Planning Reference: APP/14/01300) for the erection of a four storey hotel (including an integral restaurant for hotel guests only), with associated car parking, landscaping and air conditioning units in compounds. Access to the site is served from the private access road to Langstone Technology Park and hence the application represents an alteration to the extant budget hotel consent. This Travel Plan is therefore prepared specifically for the proposed Premier Inn in support of the new application.

As shown on the site plan, attached hereto at **Appendix A**, the Premier Inn hotel would have 82 car parking spaces, to include 5 disabled parking bays for the use of hotel guests.

Vehicular access will be afforded from the newly constructed access from the existing private road which serves the Langstone Technology Park from Langstone Road. Delivery vehicles will also gain access from this location, with a dedicated servicing bay provided on-site.

The requirement for this Travel Plan is secured by way of a Section 106 Agreement prepared by Havant Borough Council. The agreement states that the operator should submit for approval a Framework Travel Plan; undertake operation in accordance with the plan and appoint a Travel Plan Coordinator to monitor performance and provide progress reports to Havant Borough Council.

Glanville Consultants prepared a Framework Travel Plan for the proposed hotel and family restaurant in April 2012 to accompany the original planning application for the site. The Framework Travel Plan was subsequently approved and therefore this Premier Inn specific document takes into consideration information provided at that time and provides further operator specific information and initiatives.

This Travel Plan demonstrates the opportunities for sustainable travel to / from the site as well as highlighting the benefits that a Travel Plan can bring to a company such as Whitbread. This Travel Plan will target both staff and guest travel associated with the Premier Inn hotel, detailing appropriate measures and initiatives to be implemented.

In preparing this Travel Plan, RGP has reviewed information on Travel Plans prepared by Hampshire County Council (<http://www3.hants.gov.uk/workplacetravel.htm>) as well as looking at the material on: <http://havant.myjourneyhampshire.com/workplaces>.

WHAT IS A TRAVEL PLAN?

A Travel Plan is a strategy through which an organisation is able to manage journeys related to the operation of a business. It comprises a package of measures tailored to the needs of an individual site and aimed at promoting greener, cleaner travel choices by reducing reliance on the private car. The development of such measures can reduce the impact of travel and transport whilst also bringing a range of benefits to individuals and the local community.

In some instances it is not practical to achieve modal shift from single occupancy car to a more sustainable mode, however by promoting existing transport options and providing a range of alternatives, there are opportunities for individuals to contribute to improving their own personal health and well-being.

It is recognised that it is easier to achieve modal shift from single occupancy car to walk, cycle or public transport when regular journeys are made. Often the main barrier is unawareness of the existence of realistic and practical alternatives.

For staff and guests a Travel Plan can:

- Help provide less stressful options for travel, with the ability to socialise;
- Present opportunities to build healthy exercise into daily life; and
- Reduce the cost of travel.

For the local community a Travel Plan can:

- Make local streets less congested, less dangerous, less noisy and less polluted;
- Enhance public transport;
- Improve the environment and the routes available for walking and cycling; and
- Help create a place which is better to live in, work in and visit, which in turn can attract investment.

PURPOSE OF THIS TRAVEL PLAN

Whitbread are committed to minimising their impact on the environment and promoting good environmental practice in order to become a more sustainable business. Whitbread has principally focused its environmental efforts on the use of water, production of waste and reduction of greenhouse gas emissions associated with energy and fuel use in buildings, its company car fleet and distribution of food and drink.

In 2009 Whitbread launched 'Good Together' an overarching strategy and programme of initiatives to drive sustainable performance. Through six priority areas: environment, people, sourcing, health, community and customers, Whitbread is working to be a more responsible business that cares for the planet and people.

Whitbread has recognised that a major source of their emissions is not directly attributable to operations, but from staff and guest travel to and from Whitbread establishments. This is now a primary focus and is being developed through effective Travel Planning across the business. The Good Together slogan **"we're trying to be green, with your help we'll be greener"** reinforces this by asking customers to consider walking or taking public transport.

The objective of this Travel Plan, as far as is reasonable, is to encourage alternative modes of travel for staff and guest related trips to and from the Premier Inn at Langstone Technology Park. Due to the nature of hotel operations, it is likely that guests of the Premier Inn would be travelling relatively long distances to reach the site. However, journeys by guests during their stay and commuting trips by staff are shorter and potentially easier to target with regards to mode shift.

Key Benefits of Travel Plans to Whitbread Group include:

- Satisfying local planning and highway authorities;
- Improved 'green credentials' and strengthening the Premier Inn brand as seen by customers;
- Improved corporate social responsibilities, above that of its competitors;
- Financial savings for Whitbread and its staff / guests; and
- Improved staff retention and morale.

Through the development of a Travel Plan issues relating to congestion, road safety and inappropriate parking can be addressed bringing benefits to staff, guests and the local community.

KEY AIMS OF THIS TRAVEL PLAN

This Travel Plan represents a long term strategy to promote more sustainable travel and to offer realistic transport choices for all journeys associated with the Premier Inn hotel. These include:

- i) Commuting journeys by staff;
- ii) Main journeys by guests to and from the hotel; and
- iii) Journeys made by guests during their stay.

The Key Aims of this Travel Plan are to:

- Provide staff and guests with greater information as to the alternative modes of travel available when travelling to and from the surrounding commercial, employment and retail areas;
- Identify opportunities to provide new infrastructure to support sustainable modes of travel for staff and guests;
- Promote the use of alternative modes of travel; and
- Support staff to achieve a shift in travel behaviour away from single occupancy car travel towards more sustainable forms of transport.

The overall aim of the Travel Plan therefore is to reduce reliance upon the private car by effecting a change in attitude to travel and increasing awareness of alternative modes and the associated benefits of sustainable transport.

The objectives of this Travel Plan can be summarised as follows:

- Establish travel behaviour patterns and recognise any barriers to change;
- Identify measures to reduce reliance on the car and enable the hotel to minimise traffic generation arising from the site;
- Introduce measures to limit delivery trips;
- Foster awareness of and 'buy in' to the Travel Plan amongst staff and guests; and
- Implement a package of physical and management measures that will facilitate and actively encourage the use of sustainable modes.

Data has indicated that Travel Plans can deliver single occupancy vehicle trip reductions between 11% (rural areas) and 20% (urban areas), depending upon the measures implemented. Research has also shown that modal shift is most effective when targeting regular journeys, which are short in length, such as the daily commute.

A Travel Plan is never complete, it is an evolving document and process which requires continuous input and monitoring, as well as on-going commitment from all users of the site. **Figure 1** below illustrates the 'Life Cycle' of the Travel Plan from its inception through to the implementation and monitoring stages.

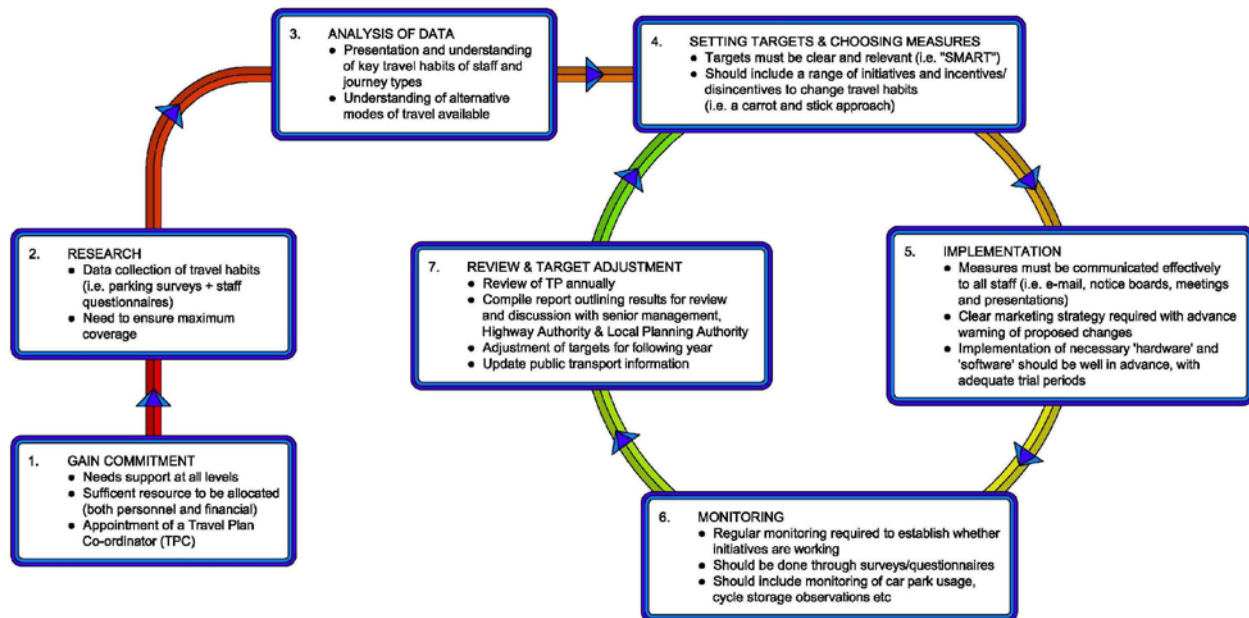


Figure 1. Travel Plan 'Life Cycle'

As illustrated by the above diagram, there are 7 principal stages required to effectively implement a Travel Plan. These are discussed in greater detail within the relevant sections of this document.

WHITBREAD AND TRAVEL PLANNING

Whitbread are currently in the process of heightening the importance of Travel Plans for all new developments / hotel extensions as well as identifying existing sites that may benefit from the implementation of a Travel Plan. The goal is for all Whitbread premises to have a Travel Plan in place, which can be marketed and regularly monitored with a view to achieving the target of reducing the effect of travel associated with Premier Inn hotels and other Whitbread establishments on the environment.

Whitbread currently have over 670 hotels throughout the UK, and hence to implement Travel Plans across all sites will require extensive management and coordination and will be a particular challenge in the context of the usual trend in hotel visitation (i.e. generally car based).

Accepting this trend, the key aim of Whitbread in developing Travel Planning across the business is to encourage staff and guests to think about travel choice, which should result in greater non-car travel and an increased awareness of environmental issues generally.

It is important that the implementation of measures is bespoke across all sites; however some measures will be consistent regardless of the site location. Consistent measures can be centrally managed by Whitbread, whilst those initiatives that are site specific will become the responsibility of the individual Premier Inn General Manager in their role as Travel Plan Coordinator.

TRAVEL PLAN COORDINATOR

One aspect that will be common throughout all sites is the role of Travel Plan Coordinator (TPC). The Premier Inn General Manager for each site will be tasked with the TPC role such that each TPC can report back to central management in order for Travel Planning across the business as a whole to be effectively managed and monitored over time. This, for example, will involve regular reviews every 12 months to understand staff and guest travel patterns and determine whether over time they bring about a modal shift as a result of the measures implemented as part of the Travel Plan. The relevant contact details for the management of the Travel Plan are as follows:

Environmental Manager – Whitbread Central Management (Energy and Environment Team)

Email: ben.brakes@whitbread.com

General Manager – Premier Inn, Langstone Technology Park, Havant

Email: TBC

The TPC role is defined within the job description of the General Manager / Operations Manager and training for the role is provided by Whitbread as part of new hotel openings and new staff inductions. In addition, RGP has been commissioned by Whitbread to hold Travel Plan Introduction and Training Seminars with each General Manager (TPC) prior to the opening of a new site. This ensures that the TPC knows what is expected of them from the outset, when a Travel Plan is to be implemented.

The role of the TPC is imperative to the success of the Travel Plan.

Summary of the Travel Plan Coordinator Role:

- Manage the day-to-day running of the Travel Plan, liaising with Whitbread management should any additional budget be required;
- Analyse survey data as to travel behaviour;
- Delegate certain tasks of the TPC to other staff;
- Ensure the necessary review and monitoring is undertaken on an annual basis;
- Investigate further Travel Plan / sustainable initiatives; and
- Train staff to deal with travel related queries from guests.



All hotel and restaurant staff are informed of the Travel Plan via the 'Good Together' induction programme. The presentation slides pertaining to this aspect of the training are included as **Appendix B**.

Multi-Site Managers will also be made aware of the concept of Travel Plans through the 'one weekly' communication. This will guarantee uniformity and acceptance across all regions.

An electronic copy of this Travel Plan will be made available for reference on the internal Premier Inn WHISDOM property database.

HOW PREMIER INN HOTELS OPERATE

Premier Inn offer good quality, competitively priced, convenient overnight accommodation for guests. The principal mode of travel by guests will be influenced largely on the location of the site, availability of public transport, the proximity of the Premier Inn to the strategic road network and parking provision / availability. Those Premier Inn sites located within town and city centre locations will be more attractive to those guests arriving by public transport, whilst those sites situated close to A-roads and out-of-town locations will have a higher proportion of guests driving to the site. The location of a Premier Inn hotel relative to a guest's ultimate destination (such as business venue, leisure attraction etc.) is also important in determining the modal choice for journeys during a guest's stay.

The duration of stay of guests at a Premier Inn is summarised in **Table 1**:

	TOTAL	MIDWEEK	WEEKEND
1 night	66%	68%	64%
2 nights	21%	18%	24%
3 nights	7%	8%	8%
4-7 nights	6%	6%	5%

Table 1. Duration of Guest Stay

As illustrated by the above table the average duration of stay is 1.5 nights. Premier Inn sites generally comprise a mix as to the purpose of stay. Broadly speaking the split is 50% business related and 50% leisure related stays. This, of course, varies depending on the day of the week (i.e. weekends generally attract leisure related guests whilst weekdays usually comprise a higher proportion of business related guests).

Typically, Premier Inn hotels have integral restaurants which cater for breakfast and evening meals, associated with the guests staying at the Premier Inn. This relationship therefore reduces car travel away from the site by Premier Inn guests and maximises the potential for linked trips. In the case of the Premier Inn Havant (Langstone), the 'Langbrook Farm' family restaurant which shares the site is also expected to be used by guests for evening meals.

With regards to the servicing needs of the development, it is anticipated that the site will be served by 14 deliveries per week (3x food, 1x liquor, 7x linen and 3x refuse). This equates to approximately 2 deliveries per day (with no servicing taking place on Sundays or Bank Holidays). This servicing typically takes place during the daytime, ensuring the highway peak hours are avoided. It is Whitbread policy for delivery vehicles to visit a number of hotels making deliveries and collections as part of a coordinated delivery strategy, therefore reducing the impact of their business on the highway network. The number of deliveries are constantly reviewed with the frequency and size of each delivery monitored to ensure that the minimum number of deliveries occur at each site.

Since all Whitbread sites differ, the approach to Travel Planning needs to be bespoke for each site. However, the fundamentals of improving information for staff and guests is common to all sites and likely to be the most effective measure in influencing travel trends. In addition, some company-wide initiatives aimed at staff should be introduced and developed to assist in making a change to the way Premier Inn staff travel to and from work.

The nature of hotels, particularly Premier Inn hotels, is such that short trips are most common. Convenience is a guest's prime wish and so for any Travel Plan to be successful its measures and initiatives need to be appropriate and realistic.



Premier Inn Bedroom



Typical Premier Inn Service Vehicle

SITE DESCRIPTION AND ACCESSIBILITY CREDENTIALS

Site Description

Plan 01 appended hereto illustrates the site location in relation to the local highway network and notable amenities to include public transport infrastructure, tourist attractions and local commercial establishments.

The hotel would be located on land to the east of Langstone Technology Park, approximately 650 metres south of Havant town centre, immediately east of the A27 / Langstone Road roundabout junction. The A27 provides an east-west link across the south coast providing a link between Portsmouth and Lewes.

Access to the hotel would be provided by way of a new access off the existing road serving Langstone Technology Park, which adjoins Langstone Road at a priority junction. No access would be available directly from Langstone Road, for safety reasons.

The site is therefore well positioned for access by sustainable modes of transport as well as connectivity to the strategic highway network.

Accessibility Credentials

Considering the location of the proposed development in relation to the strategic highway network, it is likely that some guests would arrive by car with the remainder using public transport and active modes, such as walking and cycling. These active modes would be particularly attractive for trips made during a guest's stay.

To further understand how journeys will be made to and from the proposed development as well as during a guest's stay, a review of the opportunity for users of the site to travel by alternative modes to the private car has been undertaken. This assessment confirms that the development proposals conform to the key principles of the National Planning Policy Framework (NPPF) in relation to transport, namely to give priority to pedestrian and cycle movements and have access to high quality transport facilities.

Generally, Premier Inn employ staff from the local community where there is opportunity to maximise the use of alternative modes of travel. All staff and guests are encouraged to use alternative modes of transport to the private car to travel to / from the site and if appropriate to their final destination, by ensuring that they are aware of the sustainable transport options available. The 'My Journey' travel information website (<http://havant.myjourneyhampshire.com/>) will be promoted for this purpose.

Pedestrian / Cycle Infrastructure

Walking and cycling play a vital role in healthy and active lifestyles and if convenient and safe links are available there is significant opportunity to reduce the need for local car trips, thus reducing the traffic levels on the surrounding highway network. It is commonly accepted that 2km and 5km journeys are ideally placed to be undertaken on foot or by bicycle, respectively.

There is good footway provision (see **Photographs 1-4**) in the vicinity of the site on Langstone Road and along the northern side of Langstone Technology Park's access road. The hotel would be accessible on foot from Havant town centre. Improvements to pedestrian infrastructure are proposed, to include improved signage, linking the site to the town centre; subway lighting improvements to the north; upgrade of the pedestrian refuges and installation of dropped kerbs and tactile paving and the footway to the west of the site upgraded to an all-weather surface, and are shown on the site plan attached hereto at **Appendix A**.



Photographs 1-4. Existing Pedestrian Infrastructure

There will be no pedestrian access directly from Langstone Road to ensure that vehicles do not stop at inappropriate locations to drop-off passengers.

Over short distances, especially in urban areas, cycling is often quicker and cheaper than using a car and more flexible than using public transport.

The local topography is conducive to cycling and as shown on **Plan 01** the National Cycle Network route 2 runs along the northern boundary of Langstone Technology Park and NCN 22 provides a traffic-free route to the east of the site, linking Havant town centre and station with Portsmouth. **Photograph 5** illustrates the cycle way-finding signage present on the shared pedestrian / cycle footway.



Photograph 5. Cycle Infrastructure

Accessibility by Bus

The nearest bus stops are located on Langstone Road at the eastern entrance of Langstone Technology Park. The northbound stop is situated south of Langbrook Close, whilst the southbound stop is situated north of Woodbury Avenue. Currently these stops comprise a post and flag (as shown in **Photograph 6**), however it is proposed that new bus shelters are installed as part of the development.



Photograph 6. Bus Stop – Langstone Road (Woodbury Avenue)

Table 2 overleaf, summarises the buses which serve these stops. Further details can also be obtained from www.traveline.org.uk.

Additional services can be boarded at Havant bus station which is located 700 metres to the north-east of the site. A bus map indicating all routes available in the locale is attached hereto at **Appendix C**.

ROUTE	SUMMARY	TYPICAL FREQUENCY	HOURS OF OPERATION
Stagecoach 30	Havant – West Town – Beachlands – Eastoke – Mengham – Havant	Mon-Sat: every 30 minutes Sun: every 2 hours	Mon-Fri: 06:53-21:31 Sat: 07:16-21:31 Sun: 08:57-17:45
Stagecoach 31	Havant – West Town – Beachlands – Eastoke – Mengham – Havant	Mon-Sat: every 30 minutes Sun: every 2 hours	Mon-Fri: 06:33-20:31 Sat: 07:31-21:31 Sun: 09:57-18:45

Table 2. Bus Timetable Information

Train Services

Havant railway station is located 1.4 kilometres, an 18 minute walk to the north-east of the site. This station is operated by South West Trains and lies on the Portsmouth Direct Line between Portsmouth & Southsea and London Waterloo. In addition, First Great Western trains call at Havant en-route to Brighton and Southern services run from Portsmouth to London Victoria, Brighton and Littlehampton via Havant.

Table 3 below details the direct services available from Havant station and along with typical frequency and journey time.

DESTINATION	FREQUENCY	TYPICAL DURATION
Portsmouth	6 trains per hour	17 minutes
London Waterloo	3 trains per hour	1 hour 20 minutes
Southampton Central	2 trains per hour	42 minutes
Brighton	2 trains per hour	1 hour 6 minutes
London Victoria	2 trains per hour	1 hour 47 minutes
Littlehampton	1 train per hour	38 minutes

Table 3. Rail Timetable Information

Additional information, to include timetables, fare and live arrival and departure boards is available at: www.nationalrail.co.uk.

Accessibility by Taxi

If required, the following taxi operators serve the area surrounding the site and can be pre-booked in advance: Havant Cabs – 023 9247 4444, A Star Cars – 023 9248 6811 and 24-7 Cabs – 023 9316 2163. The design of the site is such that the car park can safely facilitate pick-up and drop-off activity. Furthermore, a taxi rank is located at Havant railway station.

Summary

In summary, RGP consider that the accessibility credentials of the proposed site are very good, providing both staff and guests with opportunities to use sustainable modes of transport. This Travel Plan details measures to encourage greater uptake of these sustainable travel modes.

TRAVEL PLAN INITIATIVES

This section considers the Travel Plan initiatives that the TPC will introduce, refine and expand upon during the life of the Travel Plan; initially a five year period.

Whitbread are introducing numerous corporate-wide measures with the intention of encouraging more sustainable travel, whilst the TPC will consider further initiatives and measures specific to their hotel and location. A summary of the principal initiatives is provided in **Table 4** below:

	STAFF	GUEST
WHITBREAD CORPORATE-WIDE	• Cycle discount scheme • Car sharing database • Training of Managers and TPC to feed down to reception staff	• Website travel information to encourage use of public transport and car sharing • Travel information as part of booking confirmation
NEW PREMIER INNS AND EXTENSIONS	• Cycle parking provision • Shower / changing facilities • Staff information boards • Season ticket negotiations • Local employment policy	• Cycle parking provision • Reception 'Information Point' and Travel Plan Poster • Local information for guests (attractions, shops, business centres etc.)
SITE SPECIFIC MEASURES	<i>To be completed by the TPC</i>	

Table 4. Summary of Travel Plan Initiatives

Staff Travel Plan Initiatives

It is acknowledged that staff are more easily encouraged to travel by non-car means given the regular nature of their journeys. The average number of staff at a Premier Inn hotel is in the order of 25 in attendance at any one time during busy periods.

Staff Recruitment

Whitbread adopt a local employment policy when recruiting staff to facilitate non-car use as far as is reasonable (i.e. within a 5 mile radius). This ensures that reliance on the private car is reduced as realistic alternative modes of travel, such as train, bus, cycling and walking will be available. Currently, Premier Inn aim to recruit 95% of all staff through local job centres and hence by virtue of this, most Premier Inn staff reside local to the site.

A vital element is to ensure that staff are aware of the Travel Plan and the information contained within, to encourage them to use sustainable modes of transport. The concept of the Travel Plan will be reinforced on a day-to-day basis via training, staff communications and promotion of Travel Plan initiatives.

The TPC will inform all new recruits of the Travel Plan's existence and advise them with regards to their personal travel options to and from work. During the interview / induction process new recruits will be made aware of the initiatives available to them and the associated financial incentives of each. New starters would also benefit from an Individual Travel Plan (ITP) from their first day of employment.

On-Site Cycle Infrastructure

20 covered cycle parking spaces will be provided close to the hotel entrance for use by staff and guests, this level of provision has agreed with the local council, however, the use of this facility will be monitored by the TPC and if it regularly reaches capacity additional provision will be sought.

Adequate shower and changing facilities will be available on-site, by way of a dedicated shower and changing area for staff; whilst guests have access to a bathroom within their own room. Lockers would also be provided in the staffroom for the storage of clothing and cycle equipment i.e. helmets.

Premier Inn will also ensure basic cycle maintenance tools such as a bicycle pump and puncture repair kit are obtainable from reception. These items will be made available for the hotel to purchase via the Premier Inn ordering guide.

Personal attack alarms will also be offered to staff who feel they would benefit from this additional security when walking or cycling to work.



Staff Information Board

A principal reason why staff might not travel by sustainable means of transport is that they are unsure of the available routes for walking and cycling, and unaware of the timetable and ticket / pricing information relating to public transport use.

The TPC will establish a Travel Plan information board within a communal area such as the staff room, to allow members of staff to read and understand the Travel Plan within their own time. The notice board will provide additional information relating to the initiatives proposed and will be regularly updated by the TPC.

The TPC will ensure that the notice boards provide up-to-date information including, but not limited to, the following:

- i) Routing, timetable and ticketing information for local public transport services, including bus and train services;
- ii) Information regarding ticket pricing for public transport, reduced ticket rates and potential season ticket loan information;
- iii) Contact details for local taxi firms;
- iv) Information relating to car sharing, to include promotion of www.hants.liftshare.com and details of potential cost savings etc.;
- v) The health benefits of walking and cycling, to include safety advice;
- vi) Details of cycle purchase / discount schemes; and
- vii) Up-to-date details of cycle routes and footways, to include safe routes to and from the site.

Discounted Cycle Purchase

Whitbread are currently considering options for providing staff that choose to cycle to work the opportunity to purchase bicycles and cycle equipment at a discount. Whitbread have secured a deal with Halfords whereby all Whitbread staff are entitled to a 9% discount off goods when using vouchers purchased in advance. This allows staff to purchase cycle equipment at a reduced cost thereby encouraging its use. The TPC is also responsible for making contact with cycle shops local to the hotel to establish whether any discounts on products or servicing can be obtained.



Whitbread are also in discussions with Evans Cycles, one of the largest cycle retailers in the UK, with a view to signing up corporate-wide to their "Ride 2 Work" initiative, which provides tax free purchase of bicycles for staff. Both options would be promoted within the hotel by the TPC.

There are numerous benefits of the "Ride 2 Work" scheme both to the employee and the employer, full details of which are included at **Appendix D** of this document.

The main benefits to the employee are as follows:

- i) Reduced cost of purchase of a bicycle, equivalent to saving on Income Tax and National Insurance;
- ii) Spread the cost of purchase over 12 months;
- iii) Improved health and fitness; and
- iv) Purchase of the latest bicycle equipment.



The main benefits to the employer are as follows:

- i) VAT on the purchase is redeemable;
- ii) Saving on National Insurance due to salary sacrifice; and
- iii) Increased staff retention and productivity.

The saving to Whitbread is anticipated to cover the administration costs of the scheme.

Ride2Work savings illustration:		Savings via Ride2Work:	
Here is a typical example to illustrate the savings under the Ride2Work scheme. Actual savings will depend on personal circumstances and rate of tax.		Income tax saving	£238.30
		National insurance saving	£5.96
		Total effective cost:	£351.48
		Total saving	£348.52 ... or 49.79%
		Effective monthly cost	£29.29
		Savings based upon a higher rate tax payer	
Bicycle and accessory purchase:		START CYCLING FOR LESS!	
Commuting Bike	£500.00	To see how much you could save	
Other accessories	£200.00	use our personal savings calculator at:	
Total price before savings:	£700.00	www.ride2work.co.uk	
Net cost (Without VAT)	£595.74		

Figure 2. Ride2Work Savings Illustration

Joining Criteria for the “Ride 2 Work” scheme:

- £300 purchase limit (includes bicycle and equipment);
- Only applicable to monthly salaried staff; and
- Only applicable to staff who have completed their initial 3 month probationary period.

Public Transport Ticket Offers

Whitbread and the TPC will liaise with local bus operators to negotiate discounts for regular travel tickets. Although it is considered that discounts could be arranged for numbers of staff as low as 10, in some cases forming partnerships with other local businesses, or considering the measures across the organisation as a whole, will provide greater bargaining potential and will be key to delivering real value in terms of discounts. Upon site opening the TPC will determine the availability of promotions and discounts, such that the use of public transport by staff would be encouraged.

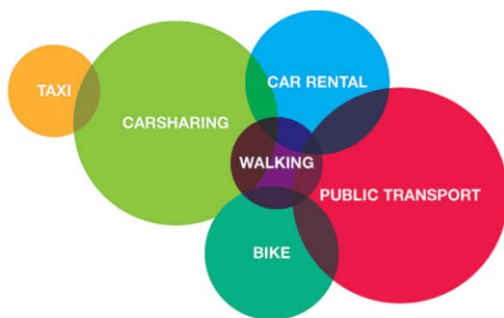
Staff and Guest Travel Plan Initiatives

Car Sharing

Car sharing is when two or more people travel together and is often the most successful single measure in any Travel Plan. The main benefits of car sharing are as follows:

- Significant cost savings for sharers;
- Creating a more productive and sociable / inclusive environment; and
- Reduced stress.

The potential cost savings achievable by car sharing can be calculated using the following link:
https://www.liftshare.com/content/savings_calculator.asp?skin=2.



Liftshare (www.liftshare.com) the largest car share network in the UK, with over half a million members enables users to find a car share budi. A dedicated webpage has been set up for users within Hampshire at www.hants.liftshare.com. The TPC will promote this scheme to members of staff, informing them that prospective users can sign up free-of-charge.

An informal in-house car share scheme will also be promoted by way of a notice board within a communal area, highlighting those staff that are willing to share and typical shift patterns. This will be accompanied by a plan illustrating the approximate location of potential car sharers so that staff can identify other employees living close by. This information will therefore allow staff to pair up with one another. As a consequence of the relatively small numbers of staff employed on-site, this is considered the best way of setting up a car share scheme. The scheme would be managed by the TPC.

All staff making a commitment to car sharing would be provided with a free lift home in the event of an emergency, which would be funded by Whitbread. An emergency is defined as a time when a car sharer is called away from work due to a medical or family emergency which would therefore result in a sharer requiring transport home. This would be arranged by the TPC and would most likely take the form of a taxi fare or lift home from another member of staff.

In RGP's experience, the likelihood of a member of staff needing to leave work in such an 'emergency' is rare, although having the option available gives greater comfort to those who do car share.

Car sharing is also an option for guests, particularly for business guests who may be able to travel with a colleague. It is considered that information relating to the potential cost saving (a guest travelling a distance of 150 miles to the hotel in a single occupancy vehicle would generate costs of approximately £60, in fuel alone) should be clearly emphasised along with details of national car sharing websites such as 'liftshare' and 'blablacar', where searches for car share matches can be made.

Where car parking is provided on-site, as is the case with the proposed Premier Inn at Havant (Langstone), consideration will be given to designating parking bays for the use of car sharers.

Guest Travel Plan Initiatives

Booking Confirmation and Website Information

When a guest books a room at the Premier Inn, it is important that information relating to the location of the hotel and modes of transport are made available so that guests can make an informed travel choice. Since the majority of guests (60%) book Premier Inn rooms online through www.premierinn.com, the website is a fundamental first step in encouraging sustainable travel, or at the very least making guests aware of their travel options when booking a hotel room. The following extract (**Figure 3**) illustrates the information currently available under 'plan your route'.

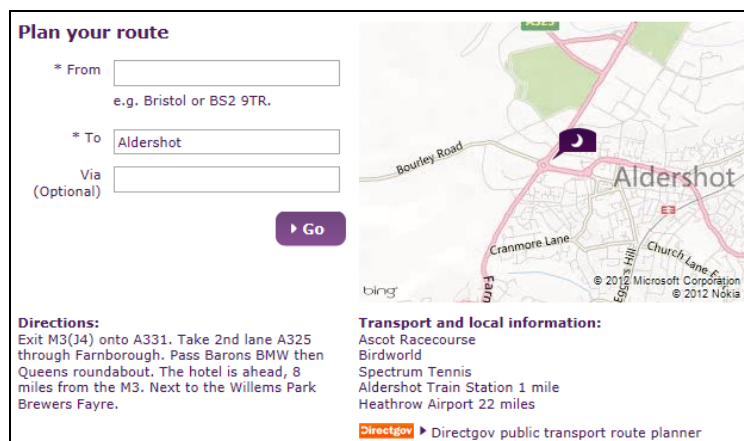


Figure 3. Premier Inn Website Travel Information

In conjunction with Whitbread's commitment to sustainable travel initiatives, Premier Inn's IT team are committed to providing information on all potential modes of travel to and from the Premier Inn (walking, cycling, public transport (bus and train), car share and taxi). Since the closure of the Transport Direct website, Premier Inn are in the process of providing a link to Google, to allow guests to plan their journey by public transport. This will ensure that guests are made aware of the different mode choices available to them and are able to make an informed decision as to how they are going to travel.

Similar information is also being considered for inclusion within booking confirmation emails, including appropriate links to journey planning websites, for example, National Rail and Traveline.

In addition, Premier Inn now offer guests free Wi-Fi which could be used to access travel related websites or obtain real time public transport information.

Reception 'Information Point'

A lack of information relating to local walking / cycling routes, timetables and ticketing / pricing details for public transport can act as a barrier to guests travelling by sustainable modes during their stay.

The TPC will therefore establish an 'Information Point' at the Premier Inn reception desk that would provide information in terms of local facilities, amenities, attractions and business centres local to the site, all of which may be the ultimate destination of a guest staying at the Premier Inn.

The 'Information Point' at reception would include the following:

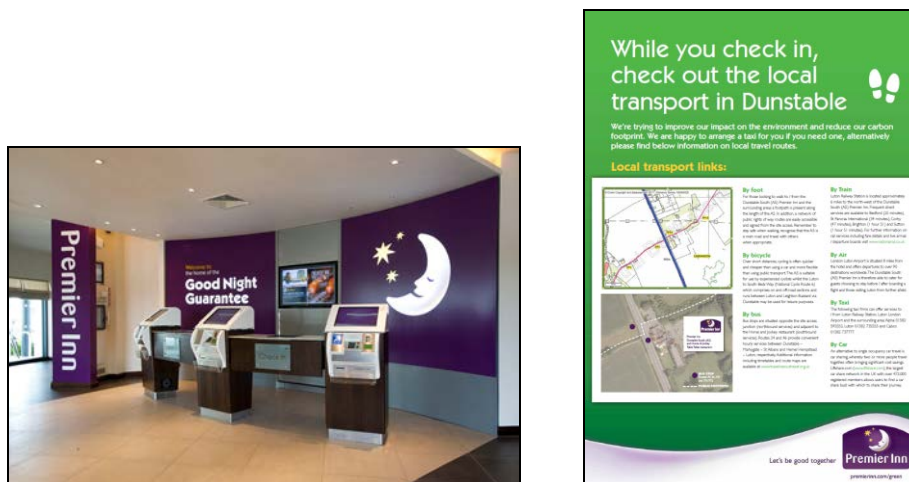
- i) Local tourist / area maps;
- ii) Local bus / train routes and timetables, including directions to the closest stop and ticket prices;
- iii) Information on car sharing schemes and taxi operators' phone numbers;
- iv) Information and directions to local business areas, tourist attractions and places of note; and
- v) Walking / cycling routes.

Reception staff will be trained to ensure they have an understanding of the site's location and surrounding neighbourhood; enabling them to respond to guest's queries.

In addition to the above, a poster of A2 size showing a map of the local area and detailing local transport links will be displayed in reception (see example below). This will ensure that whatever mode of transport is used by a guest initially arriving at the hotel, they are able to consider alternative modes of travel for other journeys made during their stay.

In the future, it may be possible to promote this service within each hotel room by way of a reference made in an in-room magazine or through TV screens. This aspect is currently under consideration by Whitbread.

'Green' message signage will also be displayed in applicable locations throughout the hotel to encourage guests to think about the environmental consequences of their actions. With regards to considering travel options signage will be put up near to cycle stands and car sharing bays.



Premier Inn Reception 'Information Point' / 'Green' Poster

MONITORING

An important part of any Travel Plan is the collection of data relating to the modes of travel used by both staff and guests of the site. In order to identify and understand travel habits and how the site operates, questionnaires will be circulated to staff, whilst guest travel patterns will be monitored by reception staff as part of the check-in process. For staff surveys Premier Inn have created a bespoke online survey using www.surveymonkey.com, a copy of this is attached at **Appendix E**.

To reduce the burden on reception staff and improve the quality of the guest travel information obtained Premier Inn are examining the potential for a guest travel question to be included on the booking form / guest feedback questionnaire.

It is anticipated that questionnaires will be completed within three months of the site becoming operational. From this a baseline, modal split will be identified for the site, from which all future targets will be based.

Following the initial surveys, monitoring will be undertaken annually by the TPC. The TPC will be responsible for comparing the results year-on-year, preparing an annual review report and adjusting the targets and initiatives accordingly in discussion with Havant Borough Council. The TPC will also take into account travel related feedback received from staff and guests through the year. In addition, the TPC will ensure that the results are displayed on notice boards for all to see.

TARGETS

The key target of the Travel Plan is to achieve a reduction in single-occupancy car travel in its initial five year life. **Table 5** below sets out the suggested targets for this Travel Plan associated with each user group and journey type.

The targets will be in line with the SMART criteria:

Specific
Measurable
Achievable
Realistic
Time-bound

The proposed initial targets of this Travel Plan are as follows:

ACTION	RESPONSIBILITY	HOW MEASURED	TARGET DATE
STAFF FOCUSED			
Decrease the number of staff who travel to work by single occupancy car by 20% by the end of year 5.	TPC	Annual Survey	End of Year 5
Increase walking and cycling by 5% in the first three years of Travel Plan implementation.	TPC	Annual Survey	End of Year 3
GUEST FOCUSED			
Decrease the number of guests arriving by single occupancy car by 10% by the end of year 2.	TPC	Annual Survey	End of Year 2
Decrease the number of guests using their car whilst staying at the hotel by 5% by the end of year 2.	TPC	Annual Survey	End of Year 2

Table 5. Proposed Targets

The targets stated above will be reviewed on an annual basis and should be achieved by the target dates specified. If they have been attained they will be modified to provide further more challenging targets, while if the targets have not been achieved the reasons why should be investigated and the measures in place reviewed, added to or modified to ensure that that they will be met by year five.

Currently the targets are based on typical modal split information for Premier Inn hotels, however once the initial travel surveys have been undertaken they should be revised accordingly.

It is considered that these targets meet the SMART criteria and are suitably linked to the objectives of the Travel Plan.

TIMETABLE FOR IMPLEMENTATION

Table 6 details a timetable highlighting measures which will be introduced by the TPC throughout the first year, following the implementation of the Travel Plan.

INITIATIVE	BEFORE OPENING	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
Launch Travel Plan													
Travel Plan Training Seminar for TPC													
Questionnaire Surveys (Staff and Guests)													
Information Board completed and updated													
Information Point established													
Website Information ready													
Public Transport Ticket Scheme investigated													
Car Sharing Workshop													
ITP Surgeries													

Table 6. Timetable

A comprehensive action / implementation plan detailing the measures that will be implemented by Whitbread in association with the Premier Inn hotel at Havant (Langstone) is attached at **Appendix F**.

TRAVEL EVENTS - USEFUL DATES

Walk to Work Week:	May 2015
Work Wise Week:	May 2015
Bike to Work Week:	June 2015
Travelwise / European Mobility Week:	September 2015
National Liftshare Week:	October 2015
Commute Smart Week:	November 2015

The above events will be promoted by the TPC in order to encourage and raise awareness of the Travel Plan. They will be communicated via the staff notice board and through staff meetings.

COST OF IMPLEMENTATION

Whitbread has confirmed that an initial budget will be allocated for the Travel Plan's implementation during the hotel's set up period to finance the measures identified. This will be reviewed by the TPC on an annual basis to identify whether any adjustments are required in order to achieve the targets.

The implementation of many of the measures such as shower / changing facilities and cycle parking provision will be met as part of the construction phase, whilst the maintenance and on-going management of the Travel Plan will be part of the TPC's role. It is envisaged that this will involve approximately 1-2 hours of management time per week. Assuming an average 150 hour working month (37.5 hours a week), and 8 hours per month for the TPC role, the cost of funding the TPC to Whitbread is estimated at £2,000 per annum.

Any other associated costs to fund on-going corporate-wide travel planning measures will be met by Whitbread. This, for example, would include website maintenance costs and other resources necessary to implement the proposed initiatives.



APPROVAL

This Travel Plan is prepared by RGP on behalf of Whitbread Group Plc.

Name: Rachel Rombough

Signed: Date:

I hereby approve this Travel Plan on behalf of Premier Inn for implementation at the following site:

Premier Inn – Land to the east of Langstone Technology Park, Havant, Hampshire

Name: Date:

Signed:

General Manager / Travel Plan Co-ordinator

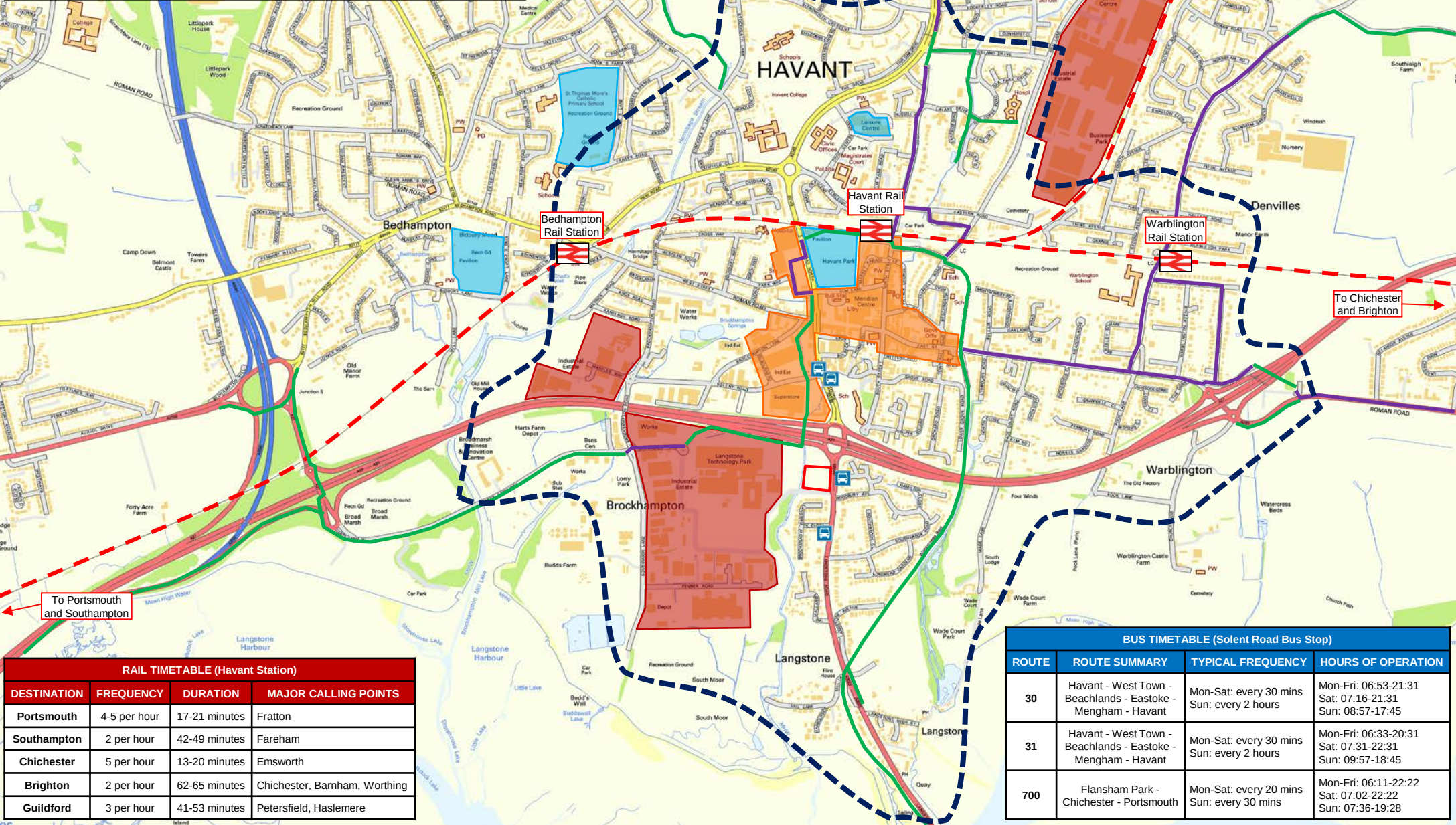
Name: Date:

Signed:

On behalf of Whitbread Group Plc.



PLANS



- LEGEND**
- SITE LOCATION
 - RAIL STATION
 - RAILWAY
 - LOCAL BUS STOPS
 - 2KM WALKING ISOCHRONE
 - TRAFFIC-FREE CYCLE ROUTE
 - ON-ROAD CYCLE ROUTE
 - RETAIL
 - LEISURE
 - INDUSTRIAL

RAIL TIMETABLE (Havant Station)			
DESTINATION	FREQUENCY	DURATION	MAJOR CALLING POINTS
Portsmouth	4-5 per hour	17-21 minutes	Fratton
Southampton	2 per hour	42-49 minutes	Fareham
Chichester	5 per hour	13-20 minutes	Emsworth
Brighton	2 per hour	62-65 minutes	Chichester, Barnham, Worthing
Guildford	3 per hour	41-53 minutes	Petersfield, Haslemere

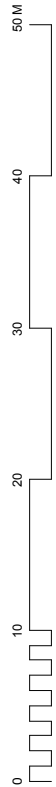
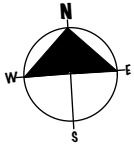
BUS TIMETABLE (Solent Road Bus Stop)			
ROUTE	ROUTE SUMMARY	TYPICAL FREQUENCY	HOURS OF OPERATION
30	Havant - West Town - Beachlands - Eastoke - Mengham - Havant	Mon-Sat: every 30 mins Sun: every 2 hours	Mon-Fri: 06:53-21:31 Sat: 07:16-21:31 Sun: 08:57-17:45
31	Havant - West Town - Beachlands - Eastoke - Mengham - Havant	Mon-Sat: every 30 mins Sun: every 2 hours	Mon-Fri: 06:33-20:31 Sat: 07:31-22:31 Sun: 09:57-18:45
700	Flansham Park - Chichester - Portsmouth	Mon-Sat: every 20 mins Sun: every 30 mins	Mon-Fri: 06:11-22:22 Sat: 07:02-22:22 Sun: 07:36-19:28


Transport Planning and Infrastructure Design Consultants
The Old Stables, Fry's Yard, Bridge Street,
Godalming, Surrey, GU7 1HP
Tel: 01483 861681 Fax: 01483 861682
www.rgp.co.uk

Client: Whitbread Group			
Project: Premier Inn Havant			
Title: Site Location & Accessibility Plan			
Plan No: Plan 01	Job No: 14/2387	Date: March 2015	Scale: NTS
Drawn By: GSE	Checked By: RLR	Approved By: NDR	Rev: -



APPENDIX A



E	12.2.15	Additional UA parking space provided	NW
D	25.11.14	Gas Easement noted; Scale Bar added; Building Plan updated	PF
C	06.11.14	Service Yard amended to suit revised footprint	PF
B	30.10.14	Service Yard and Parking layout amended	PF
A	11.9.14	Redrawn	NW
Rev	Date	Description	By
Brooklands Yard Southover High Street Lewes East Sussex BN7 1HU			

Tel. 01273 470269
www.axiomarchitects.co.uk

Client
WHITBREAD GROUP PLC

Project
PREMIER INN HOTEL
LANGSTONE ROAD
HAVANT, PO9 1SA

Drawing

PROPOSED SITE PLAN

Scale	Status	Date	Drawn	Checked
1:500 @ A3	planning	11.9.14	nw	
Drawing No.		Revision		

3654/P2

E



APPENDIX B

Good Together - The Travel Plan

EAT SLEEP & DRINK
WHITBREAD

What is a travel plan?

....and why should I care?

EAT SLEEP & DRINK
WHITBREAD

The travel plan and you.

- In what ways can you reduce the number of car journeys that as a team you make?
- Work in groups to come up with 3 ideas? And how we could implement those ideas into everyday practice

EAT SLEEP & DRINK
WHITBREAD

Possible solutions

Car

- Car share, do you know who lives near you.
- How long would it take to walk.
- Think of the price of petrol

Public transport

- What time are the buses and what are the routes
- Is the train an option

EAT SLEEP & DRINK
WHITBREAD

Possible solutions

Cycling

- Lock up space
- Showers and lockers
- Cheaper than the gym

Walking

- Find a buddy
- What is a safe well lit route
- Think of the health benefits

EAT SLEEP & DRINK
WHITBREAD

The travel plan and the guest

- Why is it important to have alternative travel options available to the guest?
- Work in groups to look at the benefits to the guest?

EAT SLEEP & DRINK
WHITBREAD

Guests benefits

Local transport options

- What are the local bus route
- Where is the train station
- Time it takes to get to destination

Local facilities

- Confidence in local amenities give our guest confidence in us
- Reduce their stress levels

Image of a company that cares

- Company that cares about the views of our guests

EAT SLEEP & DRINK
WHITBREAD

32

How do you keep the guests informed?

- Tell them
- Offer alternatives
- Have maps and timetables available
- Be knowledgeable
- If you know you have a group staying look at possible solutions

Make sure that the information is up to date and accurate

EAT SLEEP & DRINK
WHITBREAD

32

What support will we get?

- Nominate a person to be a Travel Co-coordinator
- Showers and changing facilities provided
- Team notice board with a travel section
- Bike parking
- Lift sharing scheme

EAT SLEEP & DRINK
WHITBREAD

39



APPENDIX C

KEY
Main Bus Service Routes

20	21
23	24
30	31
37	39
700	HoverBus

Havant Ticket Zone
 Hayling Island Ticket Zone
 Portsmouth Ticket Zone
 Waterlooville Ticket Zone
 Railway line and station
 Hospital

valid from 5th May 2014

**Main Bus Routes in
Portsmouth & Havant**

Stagecoach
greener smarter travel





APPENDIX D



Take advantage of the Green Transport Plan.

Massive savings over retail prices. Great for staff, great for business.

Take advantage of the Green Transport Plan.

The Ride2Work Scheme takes advantage of the Government's Green Transport Plan by supplying your employees with a new bike at around half of the retail price!

The aim of the Green Transport Plan is to make cycling a more attractive way of commuting to work by enabling employees to benefit from some unique tax incentives. However, as well as being an employee benefit, employers can also make considerable savings on their Employer's National Insurance Contributions.

Ride2Work takes all of this and offers it as a complete package – from supplying the contracts and administrative support through to expert advice on the bikes and cycling. Ride2Work offers many post sale services, such as repairs and servicing, through the Evans Cycles store network.

By partnering with Ride2Work your company can be confident of receiving a complete service that enables your employees to benefit from the full advantages of the scheme and get the most out of their cycling!



How does the Employee Benefit:

- Spread the cost of a new bike over the course of a year, and save the tax
- Save money – cycling is an economical and efficient method of transport
- Save time – cycling is a quick way to get from A to B
- Increase your overall level of fitness – cycling is a low impact exercise providing excellent health benefits and cardiovascular fitness
- No more crowded trains or buses – avoid those cancellations and delays
- Enjoy your commute!

How does the Employer Benefit:

- Provide a significant tax free benefit to your staff
- No Employer NI contributions payable on the portion of salary sacrificed by employees
- Claim capital allowances against the cost of the bike
- Cycling greatly reduces your carbon footprint and promotes you as a socially responsible and environmentally friendly employer
- Enjoy healthier, more productive staff

How does it work?

The Ride2Work programme makes it as simple as possible for you to enjoy the benefits we offer in six straightforward steps:

1. Employer becomes a member of the Ride2Work Scheme
2. Employee requests a voucher for the value of goods they wish to redeem
3. Employer authorises us to issue a voucher
4. Employee's salary sacrifice commences!
5. The voucher is dispatched to the employee
6. The employee redeems the voucher against goods in any of our stores or via our Mail Order service



Advantages of Ride2Work

- Evans Cycles is the UK's largest Independent bicycle retailer with stores nationwide.
- Price Promise – we guarantee not to be beaten on price
- You may further benefit from our extensive range of sale items and promotional offers
- Evans Cycles has the largest range of bicycles and accessories in the UK
- Free delivery Nationwide
- No Administration Fees
- Full Service Provider – We deal with every aspect of the scheme meaning you have consistent customer service and a single point of contact throughout
- Dedicated support Hotline to deal with any queries that you or your employees may have

Ride2Work savings illustration:

Here is a typical example to illustrate the savings under the Ride2Work scheme. Actual savings will depend on personal circumstances and rate of tax.

Bicycle and accessory purchase:

Commuting Bike	£500.00
Other accessories	£200.00
Total price before savings:	£700.00
Net cost (Without VAT)	£595.74

Savings via Ride2Work:

Income tax saving	£238.30
National insurance saving	£5.96
Total effective cost:	£351.48

Total saving **£348.52 ... or 49.79%**

Effective monthly cost **£29.29**

Savings based upon a higher rate tax payer

START CYCLING FOR LESS!

To see how much you could save
use our personal savings calculator at:
www.ride2work.co.uk



How Do I Join?

Taking part in the Ride2Work scheme is simple. All UK companies are eligible.

In order to register, a company should complete and sign our application form and return it to us.² Once we receive this we will set up your account and issue a membership pack containing all the resources you will need to implement the scheme in your organisation. This application form is available online at www.ride2work.co.uk.



Frequently Asked Questions

Employee's Questions

How do I save?

There is no Income Tax or National Insurance payable on the portion of your salary that you sacrifice. If your company reclaims the VAT they may pass this saving onto you as well.

Who does the bike belong to?

You will be hiring the bike from your employer for 12 months. At the end of that period, your company can transfer ownership of the goods at fair market value.

What does 'salary sacrifice' mean?

Salary sacrifice means choosing to give up part of your salary; usually in exchange for a non-cash benefit. In the case of the Ride2Work scheme this would be a cycle and related safety accessories. The effect of the salary sacrifice cannot take you below statutory National Minimum Wage.

What bikes can I get?

A bike obtained through Ride2Work must be used for commuting, and therefore suitable for this purpose. Road, hybrid, mountain, folding and commuting bikes are all allowed. Children's bikes are excluded. You may choose from any brand and qualifying model that we stock.

Can the bike be used for leisure?

Yes! As long as the primary use of the bike is for commuting.

What accessories can I include?

You can include most safety and comfort related accessories. Helmets, locks, lights, waterproof clothing, rucksack or pannier rack and bags, gloves, etc are allowed. Items such as DVDs, energy products, car racks and downhill helmets are not.

What if I want a cheaper bike?

The entire value of the voucher must be redeemed in one go. If you decide to redeem goods to a lower value you will lose the balance. We cannot provide partial refunds or gift vouchers against any balance. If you switch your choice of cycle to a lower priced model we recommend using any remaining balance on additional accessories which you may need.

Can I buy items for someone else?

No. The items redeemed must be for you. Buying items for any third party is strictly prohibited by the legislation governing the scheme.

When do I start paying?

Your salary sacrifice will usually commence in the first pay period after you have applied for your voucher.

Can I pay the balance off early?

No. In order to qualify for the tax savings the regulations state that the minimum period of hire is 12 months.

What happens if I am off work?

If you take leave (such as maternity leave, statutory sick leave, etc.) you may continue incurring the salary sacrifice

deductions. The exception to this is if the deductions take you below National Minimum Wage. In this case your employer must suspend deductions until such time as your earnings return above this level.

What happens if I leave my company?

If you leave the company, retire or are made redundant any balance remaining on the hire amount will become a taxable benefit. You will be required to pay the remaining balance without the NI and Income Tax savings and this will usually be deducted as a lump sum from your final pay cheque.

Is there a minimum or a maximum value restriction?

The minimum voucher value that we will issue is £250. The maximum value redeemable under the scheme is £1000³

Do I get a voucher for the retail cost?

Yes. The voucher should be for the retail value of the goods you wish to redeem. All the tax savings come via your salary sacrifice.

Employer's Questions

Who does the bike belong to?

The bike is owned by the employer. At the end of the hire period they may choose to transfer ownership by selling it at fair market value.

How much will this cost?

There is zero net cost to the employer. You will further save on employer's NI contributions since these are not payable on the sacrificed portion of an employee's salary. It is also possible to claim capital allowances against the goods.

Does the company need HMRC approval to run the scheme?

No. HMRC has put in place a unilateral group credit licence for all UK companies allowing them to partake in this scheme and make tax savings up to the £1000 cap without any notification or form filling requirements. Also, since this benefit is non taxable, there are no P11d reporting requirements.

What if we are not VAT registered?

You can still provide your staff with the extensive income tax and NI savings available and you can also benefit from savings on employers NI contributions however, you will not be able to reclaim the VAT on the goods you purchase.

How do we implement the salary sacrifice?

Due to how the regulations are structured this is very simple and there are no special reporting requirements. In the Hire Agreements that we provide for your use there is a simple calculation that will tell you the precise monthly salary deductions. You need simply inform payroll to deduct these amounts in 12 equal monthly payments and to deduct this from the employee's gross salary. The exact net cost will depend on an employee's tax bracket and other benefits they may be enjoying. We have a salary sacrifice calculator on our website.

³If it is possible to obtain a voucher or more than £1000 however your employer would need to specifically obtain a credit license from the Office of Fair Trading.

For more information or for answers to any questions you may have please contact our dedicated Ride2Work team on 01293 572 325, or email us at ride2work@evanscycles.com



APPENDIX E

*** 1. Home Postcode**

2. Do you have a disability which affects your travel arrangements?

- ☐ Yes
- ☐ No

*** 3. What are your "normal" working start and finish times? (please choose one AM and one PM)**

- ☐ Earlier than 07:00
- ☐ 07:00 - 07:30
- ☐ 07:30 - 08:00
- ☐ 08:00 - 08:30
- ☐ 08:30 - 09:00
- ☐ After 09:00
- ☐ Before 16:00
- ☐ 16:00 - 16:30
- ☐ 16:30 - 17:00
- ☐ 17:00 - 17:30
- ☐ 17:30 - 18:00
- ☐ After 18:00

*** 4. How do you mostly travel to work?**

- ☐ Bus
- ☐ Bicycle
- ☐ Car (driver)
- ☐ Car (passenger)
- ☐ Foot
- ☐ Motorbike
- ☐ Train

Other (please specify)

*** 5. How long does it take you travel to work?**

- ☐ Up to 10 minutes
- ☐ 11 minutes up to 20 minutes
- ☐ 21 minutes up to 30 minutes

- ☐ 31 miles up to 45 minutes
- ☐ 46 minutes up to 1 hour
- ☐ Over 1 hour

*** 6. Which of the following measures would encourage you to cycle to work?**

- ☐ Improved cycle paths of route to work
- ☐ Improved cycle parking at work
- ☐ More information on cycle routes
- ☐ Arrangements to buy cycle at a discount
- ☐ Improved changing facilities and lockers at work
- ☐ None

Other (please specify)

*** 7. Which of the following changes would encourage you to use public transport?
(Train or bus)**

- ☐ More direct routes
- ☐ More frequent routes
- ☐ Discounted tickets/passes available through work
- ☐ More convenient bus drop off points
- ☐ Improved public transport information
- ☐ Better connections from stations to work
- ☐ None

Other (please specify)

*** 8. What is your main reason for using a car to get to work?**

- ☐ Car required to perform job
- ☐ Dropping/collecting children
- ☐ Convenience
- ☐ Lack of alternative
- ☐ Health Reasons

Other (please specify)

9. Do you have any further comments regarding commuting and any other work related journeys?

Done



APPENDIX F



PREMIER INN, HAVANT (LANGSTONE) – IMPLEMENTATION / ACTION PLAN

The below table highlights the initiatives that will be committed to as part of this Travel Plan, detailing the responsibility, timescales, costs associated with each of the measures and on-going monitoring and review procedures. The Travel Plan Coordinator (TPC) will have overall responsibility and will be able to implement other measures and modify existing ones at their discretion to help to achieve the targeted modal shift. However, many of the measures stated are being implemented on a corporate basis as part of the overarching Premier Inn Travel Plan. These company-wide measures are the responsibility of Whitbread's Environment Team and will be rolled out when details have been finalised.

INITIATIVE / TASK	TARGET GROUP	DETAILS	RESPONSIBILITY	INITIAL TARGETS / IMPLEMENTATION TIMESCALES	SUBSEQUENT TARGETS	IMPLEMENTATION COSTS
INITIATIVES						
TPC Training	Staff	The appointed TPC / General Manager will be trained to ensure they are fully aware of their responsibilities in relation to the Travel Plan.	Whitbread Management	To be completed prior to opening.	Update with regards to new responsibilities / initiatives.	Costs met by Whitbread's Staff training budget.
Staff Recruitment	Staff	Whitbread adopt a local employment policy (i.e. within a 5 mile radius) to facilitate non-car use as far as is reasonable.	Whitbread Management	Recruit 95% of staff through local job centres.	Subsequent staff will also be sourced from the local area, as far as possible.	No additional costs involved.
Staff Welcome Packs / Information Board	Staff	Travel information will be communicated to staff via a welcome pack and regularly updated information boards. Staff will also be offered an Individual / Personalised Travel Plan (ITP).	Whitbread Management / TPC	Prepare and distribute prior to opening.	Review (3 monthly) and issue updates when necessary.	Estimated printing costs of £1 per pack, with preparation costs of £100 and reviewed every 3 months (£50) – met by Whitbread.
Cycle Purchase Scheme	Staff	Whitbread staff can obtain discounts of 9% at Halfords by way of an existing voucher scheme. Uptake will be monitored by Whitbread Management / TPC. Consideration is being given to implementing a Ride2Work (cycle purchase) scheme on a corporate basis.	Whitbread Management / TPC	Promote schemes to staff as part of the induction process.	Promote a 5% increase in uptake each year.	Voucher scheme currently managed by Whitbread Management. Cost of Ride2Work to be met by savings in National Insurance contributions.
Website Information	Guest	The website will promote sustainable travel, highlighting rail, bus, cycling and walking links.	Whitbread Management	Implement prior to opening.	Continual monitoring and updating.	A corporate initiative - costs to be met by Whitbread.
Booking Confirmation	Guest	Details of sustainable travel options for travel to / while staying at the hotel will be included within booking confirmations.	Whitbread Management	System to be in operation prior to opening.	Update as required, assess suitability / value.	A corporate initiative - costs to be met by Whitbread.
Reception Information Point	Guest	An information point will be established at reception prior to the site opening. The appropriateness of the information provided and its use will be continually monitored.	Whitbread Management / TPC	To be installed prior to opening.	Review information displayed / provided every 3 months to ensure currency.	See Information Board / Travel Poster.
Travel Poster (Reception)	Guest	A poster (A2 size) containing a map of the surrounding area and detailing the local transport links will be displayed in reception.	Whitbread Management	To be displayed prior to opening.	Review information every 3 months to ensure currency.	Estimated cost of £50 per revision to be met by Whitbread.
Shower / Changing Facilities	Staff & Guests	A dedicated shower / changing room will be available for staff, whilst guests will have access to facilities within their hotel room.	Whitbread Management	To be installed as part of the construction.	Continual monitoring of use and suitability.	Included within the construction budget. Maintenance / improvement to be funded through the hotel's budget.
Cycle Parking	Staff & Guests	Covered and secure cycle parking will be provided on-site.	Whitbread Management	To be installed as part of the construction.	TPC to monitor use and seek additional provision if demand warrants.	Included within the construction budget.
Public Transport Initiatives	Staff & Guests	Public transport information (routes, timetables and fares) will be publicised to both staff and guests. The TPC will negotiate with local operators to secure discounts for staff and Whitbread Management will investigate introducing a salary sacrifice scheme for the purchase of season tickets.	Whitbread Management / TPC	Investigate prior to opening.	Continual monitoring of use and suitability.	Salary sacrifice, a corporate cost met by Whitbread.
Car Sharing	Staff & Guests	The car share database (www.liftshare.com) will be promoted to staff and guests. In addition, an informal staff car sharing scheme will be set up.	Whitbread Management / TPC	50% of staff (car drivers) to sign up to liftshare.com by the end of year 1.	Increase number of staff car sharing by 5% each year.	Negligible costs to be met by Whitbread.
MONITORING, REVIEW AND REPORTING (PENALTIES AND MITIGATION)						
Travel Surveys	Staff & Guests	Collection of data relating to the modes of travel used by staff (online survey) and guests (distribute questionnaires).	Whitbread Management / TPC	Baseline surveys to be completed within 3 months of occupation.	Conduct annually.	Costs to be met by Whitbread's Travel Plan budget.
Target Review	-	Targets to be reviewed on an annual basis.	Whitbread Management / TPC	Achieve targets / consider reasons why targets have not been met and revise measures accordingly.	Provide further promotion of TP initiatives and more challenging targets, if required.	Responsibility of TPC (expected to account for £2000 of salary yearly).
Update Report	-	Prepare an annual progress report to summarise the travel surveys / target review, identifying if any significant amendments are required to the content of the Travel Plan, from that originally agreed.	Whitbread Management / TPC	Prepare report on an annual basis and submit to Local Planning Authority for approval.	Review content / targets, revise if necessary.	Responsibility of TPC (expected to account for £2000 of salary yearly).
Additional / Remedial Measures	-	Further promotion of above initiatives (ITPs / informal car share workshop) introduction of new initiatives (to include cycle training, travel plan event, newsletter article) if targets are not met.	Whitbread Management / TPC	To be implemented / reviewed annually for 3 years.	If required, discuss with Whitbread Management / Local Planning Authority.	To Be Confirmed.