

Havant & South Downs College South Downs College Campus

Travel Plan 2025-2030

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	Structural Engineering
	Civil Engineering
	CDM Consultants
	Sustainability and BREEAM
	Traffic and Transport
	Flood Risk Assessments
	Highway Engineering
	Event Engineering

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1.0 Introduction

- 1.1 This Travel Plan has been written by Scott White and Hookins at the request of Peter Marsh Consulting and on behalf of Havant and South Downs College (HSDC). It relates to development at the following site:
- Havant & South Downs College
South Downs College Campus
College Road
Widley
Waterlooville
PO7 8AA
- 1.2 The currently proposed development which has precipitated the need for a new Travel Plan consists of the demolition of the South Building and South East Building, separate sale and development of the parking areas in the southern end of the site and provision of a new Car Park 6 within the land previously occupied by the South Building. The new car park will provide 74 car parking spaces, 160 bicycle parking spaces and 48 spaces for powered 2-wheel vehicles (motorcycles, mopeds).
- 1.3 This Travel Plan will re-examine the existing and projected baseline travel demand of the site and will set out appropriate objectives, targets, measures and actions to mitigate the impact of the site on the wider transport network.
- 1.4 Whilst HSDC does not have a specific policy on sustainable travel, there is a general environmental sustainability policy which can be found here: <https://hsdc-cdn.s3.eu-west-1.amazonaws.com/uploads/2022/11/Environmental-Sustainability-Policy.pdf>
- 1.5 Scott White and Hookins shall not be liable for the use by any person of this report for any purpose other than that for which the same was prepared by Scott White and Hookins.

2.0 Site Audit

2.1 Pedestrian Facilities

- 2.1.1 The South Downs Campus is well catered for in terms of local walking routes; a footpath is available from opposite the site entrance on College Road, which skirts the edge of the College Road Play Area and the sports pitches on the western side of College Road, and then cuts through the woodlands to Scratchface Lane. This route also connects with the footpaths linking Apollo Drive, Atlantis Avenue, Perseus Place and Trojan Way.
- 2.1.2 A second footway along the southern edge of Purbrook Way leads to a crossing point at the roundabout junction with Stakes Hill Road, which continues north towards Waterlooville Town Centre. It is also possible to follow Scratchface Lane east from College Road through the edge of Gundymoor Wood, to a footbridge over the A3(M). This emerges at Hillmead Gardens, Bedhampton and from here it is possible to continue towards Havant Town Centre.

2.2 Cycling Facilities

- 2.2.1 There are cycle-friendly routes along College Road and Atlantis Avenue to the west of the South Downs Campus. These can be followed north to Purbrook Way, and then east and south towards Havant, or west towards Waterlooville and Purbrook.
- 2.2.2 Alternatively, cycling to the end of Atlantis Avenue takes you onto Crookhorn Lane, which is part of the cycle route officially designated as National Cycle Network (NCN) Route 222.
- 2.2.3 Route 222 runs from Eastney Point at the south-eastern edge of Portsmouth, up the eastern edge of Portsea Island, through Farlington and up to Atlantis Avenue. It then continues north through Waterlooville Town Centre, Cowplain and Horndean, from where it follows the edge of the A3(M) until it reaches Butser Hill. It then continues north to Petersfield, merging with NCN22.
- 2.2.4 NCN2, which joins NCN222 at Eastney Point, runs along much of the south coast of England, from Dover to Exeter. Within the more immediate context of Hampshire and West Sussex, the route connects Chichester with Emsworth and Havant, Hayling Island, Southsea, Gosport, Lee on Solent, Warsash, Hamble, Netley and Southampton.
- 2.2.5 Prior to development, cycle parking at the South Downs Campus was located within the western edge of the site, close to College Road. Issues with cycle theft were noted as this location was not surveilled and was close to the public realm, hence thieves could quickly escape. A temporary provision of 40 secure and covered spaces to the east of the North building was made from January 2022, but part of the proposed development will be provision of significantly more cycle parking adjacent to the new Car Park 6.

2.3 Public Transport

2.3.1 The nearest railway station to the site is at Bedhampton. This is only about 1.5 miles from the South Downs campus, but is estimated as a half hour walk via Scratchface Lane

2.3.2 Bedhampton Station is served by trains operated by Southern Railway and also South Western Railway. These provide access to destinations including the following:
Littlehampton (1 train per hour) Portsmouth Harbour (2 trains per hour) Portsmouth & Southsea (1 train per hour) London Waterloo (1 train per hour).

2.3.3 The South Downs Campus is well served by buses; seven services call directly outside the site on College Road (northbound and southbound) as follows:

Route 7c: Gunwharf > Portsmouth City Centre > Hilsea Lido > Cosham > South Downs Campus College service – outbound from 08:05/08:10; return from 15:35;

Route 37: Petersfield > Clanfield > Horndean > Cowplain > Waterlooville > South Downs Campus > Havant Campus > Havant Bus Station One service per hour in each direction, Mondays to Fridays;

Route 39: Waterlooville > Purbrook > South Downs College > Leigh Park > Havant Five services per hour in each direction, Mondays to Fridays;

Route 654: Hambledon > Denmead > Oaklands School > Cowplain School > South Downs Campus > Havant Campus College service – outbound from 08:05, return from 16:30;

Route 737: Whitehill > Bordon > Liphook > Liss > Petersfield > Buriton > South Downs Campus > Havant Campus College service – outbound from 07:52, return from 16:25;

Route SD4: Bishops Waltham > Waltham Chase > Shedfield > Wickham > Fareham > Portchester > Cosham > South Downs Campus > Havant Campus College service – outbound from 08:05, return from 17:15 [BUT starts at Fareham Bus Station]; and,

Route SD5: Gosport > Elson > Bridgemary > Fareham > Portchester > Cosham > South Downs Campus > Havant Campus College service – outbound from 07:52, return from 16:30 - allows transfer for SD4 at Fareham Bus Station.

2.3.4 HSDC takes a pro-active approach to sustainable travel, publishing on its website details of rail and/or bus travel options from the following origin points: Chichester, Copnor, Cosham, Drayton, Emsworth, Fareham, Havant, Hayling Island, Horndean, Petersfield, Paulsgrove, Portchester, Portsmouth, Southbourne and Waterlooville.

2.4 Local Highway Network and Car Parking

2.4.1 The South Downs Campus is well served for road access, being less than half a mile from Junction 4 of the A3(M) Motorway. This provides easy car access northbound towards Petersfield, Liphook and Guildford.

2.4.2 As might be expected of the main north-south strategic road serving East Hampshire and West Sussex, the A3(M) has relatively high daily traffic flows. According to Department for Transport (DfT) traffic counts, in 2018 it was estimated that the Annual Average Daily Traffic Flow (AADTF) at a point just north of Junction 4 was 73,565 vehicles. In point of contrast, the old A3 London Road, which runs through the centre of Waterloooville and to the west of the South Downs Campus had an estimated AADTF of 18,899 vehicles in 2018.

2.4.3 Prior to development, the South Downs Campus had a significant surplus of car parking, and it is estimated that the area sold for residential development would have previously been able to accommodate 580 vehicles. However, the Campus will retain a high level of car parking, as within the other car parking areas at the site there is existing capacity for 381 vehicles. This is shown in the following table, which includes the proposed CP6 provision. A site plan is also included at Appendix A.

Car Park Reference	Parking Capacity
CP1	32
CP2	192
CP3	101
CP4	14
CP5	42
Subtotal	381
CP6	74
Total	455

Table 1: Existing and Future Car Parking Provision at South Downs Campus

2.4.4 In addition to car parking, South Downs Campus attracts a certain number of P2W users (motorcyclists and motor scooter users). The surveys carried out in May 2021 indicated an average peak demand for 42 motorcycle parking spaces. The proposed CP6 layout will provide 48 P2W spaces along its northern edge. This is also seen as preferable as the P2W parking will not be piecemeal around the site but will provide a dedicated area for these vehicles.

3.0 Baseline Travel Demand

3.1 Existing Staff Travel

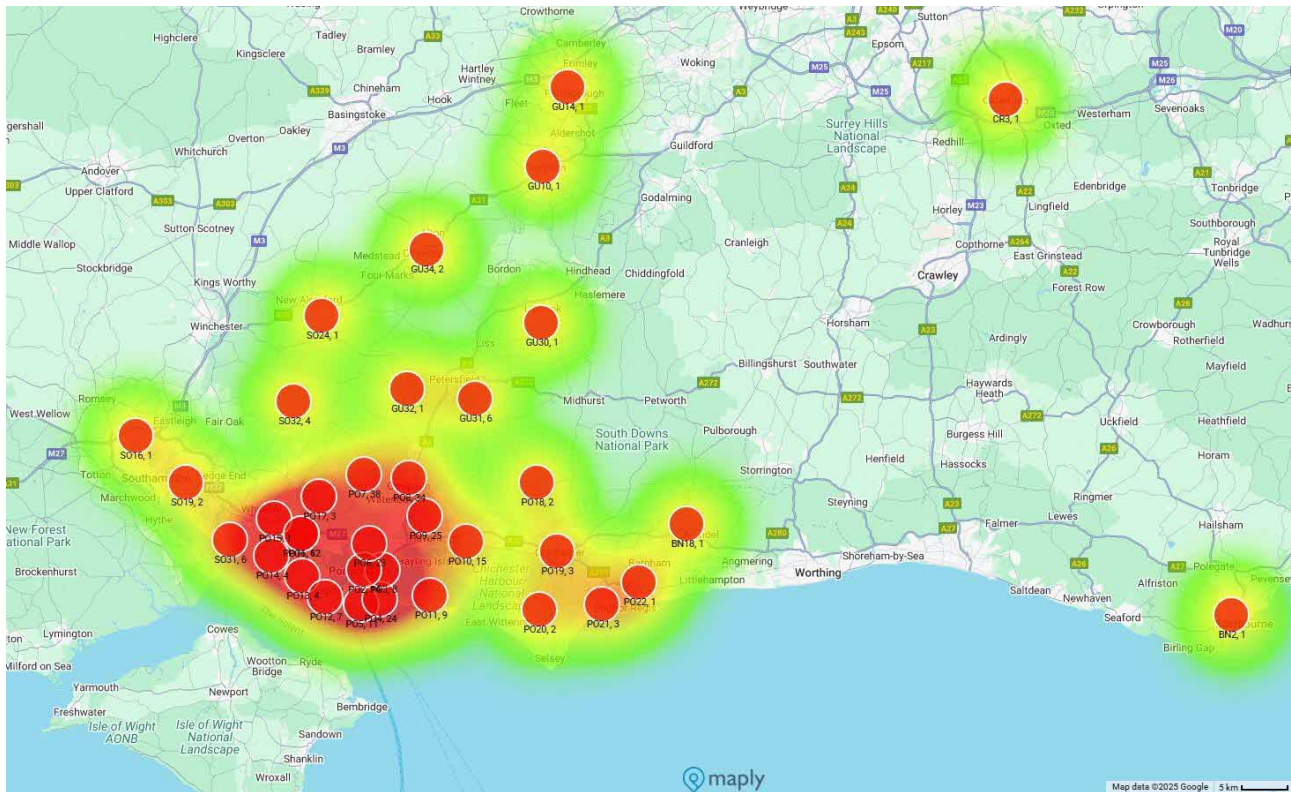
3.1.1 Information on Staff Travel choices has been taken from the January 2021 survey, to which 280 staff responded. Key findings from their responses are summarised in the following table.

Question	Staff Response
How do you get to College?	85% confirm they drive on their own.
Distance from their home to South Downs Campus	33% live between six and ten miles away.
Would you be prepared to pay to park on site?	60% stated they would not be prepared to pay to park on site.
If you currently drive, what may encourage you to take a different mode of transport?	30% stated they need their car, and another mode of transport is not viable – 70% appeared open to alternative arrangements.
In light of limited parking, who should priority spaces be given to?	27% thought that Staff should be allocated parking and 14% thought priority should be given to staff with personal circumstances.
Are you able to consider home working in your role, for at least part of the week?	37% of staff can work from home and a further 31% able to work at home for parts of the week.
Do you feel homeworking is a model that the college should seriously look into to assist with environmental issues and limited parking on site?	87% of staff said yes – indicating a substantial opportunity to reduce travel needs.
If HSDC acquired secure bike enclosures would you cycle to College?	83% of staff said no; with 17% willing to make this shift.
If you currently cycle or would consider cycling, would you cycle if...	36% of staff who cycle said they would only cycle in warmer months. 64% are all-weather cyclists.

3.1.2 Staff also provided postcode data which gives a clearer picture of where they are travelling to and from. This is shown in generalised tables below and a heat map overleaf.

Area Definition	Average Distance	Number	Proportion
Havant, Waterlooville, Cosham, Emsworth & Hayling Island	Between 2 and 7 miles	144	51%
Portsmouth & Southsea	Between 4 and 7 miles	63	23%
Fareham & Gosport	Between 8 and 11 miles	31	11%
Petersfield or further north	Over 13 miles	15	5%
Southampton or further west	Over 20 miles	14	5%
Chichester or further east	Over 12 miles	13	5%
Total	-	280	100%

Table 2: Staff Travel Data (2021 Survey)



- 3.1.3** The data shows that the majority of staff (74%) are travelling to and from locations within 10 miles of the College campus. Many of those living within 2 miles could reasonably be expected to walk on an occasional or regular basis, and many of those living within 5 miles could reasonably be expected to cycle on an occasional or regular basis.
- 3.1.4** There is a significant discrepancy between the travel distances set out in the staff survey and the incidence of solo car travel to and from work. A total of 239 respondents said that they usually drive alone, and yet only 73 staff live more than 8 miles from their workplace. The reasons for this are partly due to the work (teaching staff needing to carry books and equipment, etc) and partly due to other reasons such as linking commuting trips with other responsibilities such as dropping off family members at schools.
- 3.1.5** As shown under 3.1.1, 27% of staff stated that they think they should be given priority for car parking allocation; 14% believe that staff with the longest journeys should be given priority, and a similar proportion believe that staff with specific personal circumstances, identified and agreed through a criteria assessment should be given priority.

3.2 Existing Student Travel

3.2.1 At present, HSDC South Downs Campus has a total student population of 2816, including full-time, part-time and evening class attendees. The data from the 2021 student survey is provided here to indicate the proportions travelling by each mode.

Travel Choice	Count	Proportion	Calculated Estimate
Car driver, by myself	37	25%	704
Dropped Off by Car	30	21%	591
Bus	56	38%	1070
Cycling	3	2%	56
Walking	13	9%	253
P2W	7	5%	141
Total	146	100%	2816

Table 3: Existing Student Travel (2021 Survey Data)

3.2.2 Current postcode data for students has been sourced which demonstrates the following areas which the majority of students live in.

Postcode Areas	Area Definition	Number of Students	Proportion of Total Student Numbers
PO6, PO7, PO8, PO9	Cosham, Waterloo and Havant	1630	57.9%
PO1, PO2, PO3, PO4, PO5	Portsmouth & Southsea	546	19.4%
PO10, PO11	Emsworth & Hayling Island	176	6.3%
PO12-PO17	Fareham & Gosport	196	7.0%
PO18-PO22	Chichester & Bognor	41	1.5%
GU Postcodes	Petersfield & NE Hampshire	129	4.6%
SO Postcodes	Southampton & Central Hampshire	68	2.4%
	Total	2816	98.9%

Table 4: Existing Student Postcode Data

3.2.3 Similarly to the staff travel data, while students come from a wide number of areas the majority (77.3%) are based either in the four postcode areas closest to the site or in Portsmouth and Southsea.

4.0 Objectives

- 4.1 The following objectives are relevant to the site and patterns of use found in the survey data and travel demand analysis:
- To encourage and enable the use of sustainable modes of travel to and from HSDC;
 - To reduce the number of single occupancy vehicle trips to and from HSDC;
 - To encourage more staff and students to cycle and walk (where possible) to and from HSDC.
- 4.2 In addition, the following objectives relate in particular to current plans for development of the South Downs campus:
- To ensure that the planned land sale is carried out without leading to overspill car parking within the local highway network;
 - To ensure that the current high levels of sustainable travel among students continue to be upheld;
 - To ensure that all future redevelopment of the site and buildings is carried out in such a way as to enable safer and better-quality access for pedestrians and where relevant, improved and rationalised parking for bicycles and motor vehicles respectively.
- 4.3 The following additional objectives are proposed:
- To ensure that all sustainable travel measures and actions are fully implemented within the lifetime of this Travel Plan, so as to maximise the opportunities for achieving targets and objectives.
 - To seek continuous improvement over the lifetime of this Travel Plan.

5.0 Initial Targets

- 5.1 It is important to set targets in order to be able to measure and quantify the changes sought through the Travel Planning process. Furthermore, targets need to be SMART, i.e. Specific, Measurable, Achievable, Relevant and to a Timescale.

Staff Targets

Within the five-year period to 2030, the proportion of staff travelling by solo-occupancy car to and from HSDC will seek to reduce by 15% (to 70% of staff).

In real terms, this means that the number of FTE staff regularly travelling by solo car to and from the site will reduce from 238 to 196.

Within the five-year period to 2030, the proportion of staff travelling by car-sharing or being dropped-off to and from HSDC will seek to increase by 5% (to 10% of staff)

In real terms, this will mean that the number of FTE staff regularly travelling by car-sharing or being dropped off to and from the site will increase from 14 to 28.

Within the five-year period to 2030, the proportion of staff travelling by bus to and from HSDC will seek to increase by 5% (to 11% of staff)

In real terms, this will mean that the number of FTE staff regularly travelling either by bus to and from the site will increase from 17 to 31.

Within the five-year period to 2030, the proportion of staff travelling by bicycle or walking to and from HSDC will seek to increase by 5% (to 15% of staff)

In real terms, this will mean that the number of FTE staff regularly travelling either by bicycle or by walking to and from the site will increase from 28 to 42.

Student Targets

Within the five-year period to 2030, the proportion of students travelling by solo-occupancy car to and from HSDC will seek to reduce by 15% (to 10% of students)
In real terms, this will mean that the number of students regularly driving alone to and from the vicinity of the site will reduce from 704 to 282.

Within the five-year period to 2030, the proportion of students travelling by bus to and from HSDC will seek to increase by 5% (to 43% of students)
In real terms, this will mean that the number of students regularly taking the bus to and from the site will increase from 1070 to 1211.

Within the five-year period to 2030, the proportion of students travelling by bicycle to and from HSDC will seek to increase by 5% (to 7% of students).
In real terms, this will mean that the number of students regularly cycling to and from the site will increase from 56 to 197.

Within the five-year period to 2030, the proportion of students travelling by foot to and from HSDC will increase by 5% (to 14% of students).
In real terms, this will mean that the number of students walking to and from the site will increase from 253 to 394.

6.0 Measures

6.1 Car Parking Measures

- 6.1.1 HSDC has been negotiating a land sale at the South Downs Campus for several years, with the result that a significant area of the existing car park has been fenced off and out of use; a report produced by Mott McDonald in 2018-19 examined capacity and usage of the car parks, and demonstrated that the loss of parking could be achieved without causing problems of displaced parking demand. Subsequently, and as part of the HSDC Travel to Learn Strategy (TLS) surveys were carried out in 2021 with the following results:

Mode	10/05/21	11/05/21	13/05/21	Average
Cars	305	366	401	357
Motorcycles	34	51	41	42
Bicycles	37	48	38	41

Table 5: May 2021 Parking Survey – Total Demand by Mode

- 6.1.2 As set out in the TLS, from August 2021 the South Downs Campus fenced off the car parking within the land sale area, reducing parking capacity from 932 to 343 spaces. However, alterations to Car Park 1 allowed for an additional 32 car spaces, for a total of 375 spaces. Since that time, the Campus has continued to operate without any evidence of complaints from residents in the local area regarding car parking overspilling beyond the Campus. As shown in the above table, the car park capacity has been sufficient to cater for average car parking demand levels, albeit not for peak demand.
- 6.1.3 The proposals for a new Car Park 6 on land where the South and South-East Buildings will be demolished will lead to the following overall parking provision:

Car Park Reference	Parking Capacity
CP1	32
CP2	189
CP3	100
CP4	14
CP5	40
Subtotal	375
CP6	74
Total	449

Table 6: Car Parking Provision following Development

- 6.1.4 As the target for staff car parking demand is for 210 spaces (196 solo, and up to 14 for car-sharers) it is suggested that the existing car parking is controlled in the following manner, provided that the annual monitoring surveys show demand varying in line with the targets:

Provision	Year 1	Year 2	Year 3	Year 4	Year 5
Allocation of Car Sharing Spaces	7	9	11	13	14
Allocation of Solo-Occupant Car Spaces	238	227	217	206	196

Table 7: Proposed Alteration in Staff Car Parking Provision during Travel Plan period

- 6.1.5 As the target for student car parking demand is for 282 spaces it is suggested that the proposed car parking is controlled in the following manner. Given that the overall car parking capacity of the site for students following development and subtracting staff parking demand will be only 204 spaces during the first year, it will be necessary to take significant and immediate action to reduce student car parking demand, beyond the target levels, followed by a slight and gradual easing of the restrictions on student parking as staff demand reduces.

Provision	Year 1	Year 2	Year 3	Year 4	Year 5
Allocation of Car Spaces	204	213	221	230	239

Table 8: Proposed change in Student Car Parking Provision during Travel Plan period

- 6.1.6 If the targets are fully met as intended, the overall car parking demand following the 5-year Travel Plan will be for 449 car spaces, matching the proposed provision.

6.2 Cycle Parking Measures

- 6.2.1 The local authority standards require that cycle parking need is based upon Travel Plan data. The available data suggests that up to 4.6% of staff and just 2% of students may be expected to cycle. On this basis, a maximum of 69 cycle parking spaces would be likely to meet expected demand.
- 6.2.2 The targets for increasing active travel choices could, if cycling proves more popular than walking, lead to a demand within 5 years for up to 239 cycle spaces, and so in this context of the aspiration for increased cycling a more generous provision of 160 cycle spaces has been allowed for in the first instance. If two-tier stands are used instead of single-tier, these could cater for up to 320 cyclists in the longer term.
- 6.2.3 A location for these cycle parking facilities has been identified to the east of the proposed Car Park 6. These will be secure, covered facilities. In terms of accessibility, they lie on the southern edge of the site but will be more secure than previously, when they were located where Car Park 1 now is situated. Their proximity to the Studio Café with its outdoor seating area means that natural surveillance and activity will occur throughout the day.

6.3 Policy Measures

6.3.1 In 2022, HSDC published their Travel to Learn Strategy (TLS) which focused on a number of measures and policies to manage travel demand; the document was written in relation to development at the South Downs Campus.

6.3.2 The following student policies from the TLS are relevant to this Travel Plan

Reducing the need to travel through changes to the curriculum and a blended approach of remote learning and face-to-face teaching;
Optimising the number of days a student is on campus (to three days per week)
Student permit parking, restricted to learners who live further from the campus and/or with limited access to public or active travel options.

6.3.3 Following discussions with the Hampshire County Council Highways Department, the permit eligibility criteria have been revised in order to better reflect the opportunities and challenges open to students.

Any students who live within 5 miles of the site will be ineligible for car parking permits, unless they are able to provide sufficient reason to be allowed a permit. Sufficient reason may include disabilities, specific care responsibilities or other special circumstances at the College's discretion, while being mindful that the policy is needed in order to control parking demand.

Any students who live within 10 miles of the site will be signposted towards public transport routes and saver tickets and discounts in the first instance.

Students who live more than 10 miles from the site will be given priority in permit allocation, but will still need to justify their being given parking permits beyond mere ease or preference to drive. This will encourage students to think about their travel choices more carefully.

6.3.4 On the basis of the data in Table 4 of this report, it is considered likely that the following groups of students would NOT generally be eligible for parking permits, on the basis of travel distance and/or access to suitable public transport:

Home Area	Estimated Numbers
PO6-PO11 (Cosham, Havant, Waterlooville, Hayling Island)	1806 students
Portsmouth & Southsea	546 students
Total	2352 students

6.3.5 This would mean that only 464 students (16% of the total) would have definite eligibility for parking permits, and even then only if they are able to justify having one as discussed above.

6.3.6 Hampshire County Council's Highways Department also asked for clarification of how optimising student numbers on campus will reduce parking demand. As a result, a worked example is provided on the following page.

Condensed Timetabling and Parking Demand: a worked example.

Currently, Sam and Charlie both have one lecture each day of the week, Monday to Friday. They both drive, so every day they take up two parking spaces in the car park.

Student ID	Mon	Tue	Wed	Thu	Fri	Weekly Traffic Movements
Sam						10
Charlie						10
Parking Demand	2	2	2	2	2	20

In future, Sam will have two lectures on Monday, two on Tuesday and one on Wednesday morning. Charlie will have one lecture on Wednesday afternoon, two on Thursday and two on Friday. This means that every day, they will only take up one parking space in the car park.

Student ID	Mon	Tue	Wed	Thu	Fri	Weekly Traffic Movements
Sam						6
Charlie						6
Parking Demand	1	1	1	1	1	12

So, this initiative of condensing timetabling reduces maximum parking demand by 50%, and weekly traffic movements by 40%. The impact is very clear to see – as if there are 1000 Sams and 1000 Charlies, halving parking demand and drastically reducing traffic in the area has clear benefits for the College and for the wider community.

6.3.7 The following relevant staff policies from the TLS should be applied to the South Downs Campus:

- Reducing the need to travel through the promotion of remote working;
- Promotion of car-sharing
- Introduction of staff parking permits and designated staff parking areas; the maximum number of staff car parking permits will initially be 245 and will reduce each year, while the number of car share permits will increase.

6.3.8 In addition, there are some policies which apply equally to staff and to students which are relevant and should be implemented at the Campus:

- Implementation of walking strategies
- Encouraging cycling
- Promotion of public transport connections.

6.4 BREEAM Travel Plan Measures

6.4.1 A number of measures are also set out in the BREEAM guidelines, some of which may have relevance to this site and use. These are discussed as follows:

Negotiation with local bus, train or tram companies an increase in the local service provision for the development

The existing bus services provide a high-quality service to the Campus. It is not considered that additional negotiation of services would be likely to be feasible.

Provision of a public transport information system in a publicly accessible area

This can be considered, however increasingly people have access to real time public transport information through their smartphones.

Provision of electric recharging stations

It is not considered that this specific development will trigger a need for EV charging, but it is a point worthy of consideration that over the next decade the demand for these facilities is likely to increase. HSDC should consider their policy for the gradual introduction of these facilities in response to growing demand.

Provision of parking priority spaces for car sharers

This is a commitment in the Travel Plan

Consultation with the local authority on the local cycling network and improvements.

It is considered that HSDC should engage with the Local Highway Authority to lobby for increased cycle safety measures around the site and on major routes through the town. This may also be best achieved through a Bicycle User Group forum, which should be set up by HSDC if one does not already exist.

Provision of dedicated and convenient cycle storage and provision of cyclists' facilities

This has been included within the proposed development.

Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas.

The existing waiting areas are outside the College site but are of reasonable quality.

Restrictions or charging for car parking

This has been included in the proposed development and the policy measures of this Travel Plan.

Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes

Pedestrian and cycle friendly routes, crossings and facilities are already available in the wider network; these may require further improvements, but this is not in the gift of the College, and would be a matter for the Local Highway Authority.

Provision of suitable taxi drop-off or waiting areas.

There are drop-off areas within the site albeit these are not specifically for taxi use.

6.5 Hampshire County Council Recommended Measures

6.5.1 As part of their consultation response, HCC Highways have helpfully provided a number of additional measures which they recommend, many of which are consequently set out here as they are considered appropriate and proportionate.

Provision of walking and cycling maps, and public transport information. While much of this can be found digitally, there is merit in creating "travel information packs" which would be available on campus, as well as providing digital links to the information via e-mail.

Promotion of free health apps and travel websites – these can also be included in the travel information packs.

Provision of bicycle service stations or bicycle repair equipment on campus (or visits by organisations such as Dr Bike to assist/teach cycle maintenance skills)

Formation of a bicycle users group for staff and students.

Promotion of the Cycle to Work scheme for staff

Promote the Travel Plan through newsletters and/or social media

Advertisement of student discounts on travel by bus, including schemes run by the transport operators and also schemes run by the College.

7.0 Management and Monitoring Arrangements

7.1 Management

- 7.1.1 For a Travel Plan to be effectively implemented it is vital to have commitment from Senior Management. In the case of a College, the Principal should take effective leadership on Travel Planning matters. However, the day-to-day work on Travel Plan implementation should be delegated to an individual known as the "Travel Plan Coordinator" (TPC).
- 7.1.2 The role of the TPC is to fulfil all management and administrative functions of the Travel Plan, but is not necessarily a full-time job, and so could form an additional responsibility for an existing staff member. The identity and contact details for the TPC must be provided to the Local Authority, as a point of liaison and so that the Council can provide advice and support.
- 7.1.3 A Travel Plan Sub Committee would allow the TPC access to additional resources, and it can also encourage buy-in to the Travel Plan from different groups within the College, so that representatives of teaching staff, catering staff, administrative staff and students can all be on the Sub-Committee and can add their ideas, energy and assistance to making a success of the Travel Plan and in particular, implementation of actions and measures.
- 7.1.4 Hampshire County Council require a cost estimate for the TPC, so that they can hire a consultant to implement the Travel Plan if this is not done in-house. A suggested figure of £2,000 per year, for five years has been put forward and accepted by the client.

7.2 Monitoring

- 7.2.1 In terms of monitoring requirements, updates to the Travel Surveys should be carried out in order to measure the extent of progress against targets, but also to critically examine whether measures and actions put in place are working, and if they are not, what alternatives should be tried instead. The surveys should then feed into monitoring reports which can be shared with the local authority (if they are currently able to get involved with Travel Plan monitoring) and internally within the College, either as good news/press releases or as work in progress documents to keep travel awareness high on the agenda.
- 7.2.2 For the avoidance of doubt, the scheduled dates for updated Travel Surveys and Monitoring Reports should be as follows:
 - September 2026 (1 year after implementation)
 - September 2028 (3 years after implementation)
 - September 2030 (5 years after implementation)
- 7.2.3 Responsibility for carrying out future travel surveys and review of the Travel Plan will fall to the TPC or the Estates Manager, with support from the Travel Plan Sub Committee.

8.0 Action Plan

8.1 Design Measures

Action	Linked Objective	Whose Responsibility	Timescale
Ensure 74 additional car parking spaces and 48 P2W parking spaces are delivered	Avoid overspill car parking and p2w parking demand	Contractor and HSDC Senior Management	Before September 2026
Ensure that at least 160 secure and covered cycle spaces are delivered	Encourage more staff and students to cycle	Contractor and HSDC Senior Management	Before September 2026

8.2 Policy Measures

Action	Linked Objective	Whose Responsibility	Timescale
Curriculum to balance remote learning and face-to-face teaching	Reducing need to travel	Senior Management/ Curriculum coordinators	Ongoing
Optimise on-site learning (max 3 days per week)	Reducing need to travel	Senior Management/ Curriculum coordinators	Ongoing
Introduce student permit parking regime	Reduce solo-occupancy car travel	TPC and Senior Management	By September 2026
Promote staff remote working practices	Reducing need to travel	TPC and Travel Plan Subcommittee	Every term/ ongoing
Promote car-sharing through events/publicity	Reduce solo-occupancy car travel	TPC and Travel Plan Subcommittee	Every term/ ongoing
Introduce staff permit parking regime	Reduce solo-occupancy car travel	TPC and Senior Management	By September 2026
Implement walking strategies through events/publicity	Encourage more staff and students to walk	TPC and Travel Plan Subcommittee	Every term/ ongoing
Encourage cycling through events/publicity	Encourage more staff and students to cycle	TPC and Travel Plan Subcommittee	Every term/ ongoing
Promote public transport connections through publicity	Encourage more staff and students to use bus/train	TPC and Travel Plan Subcommittee	Every term/ ongoing

8.3 Other Measures (BREEAM etc)

Action	Linked Objective	Whose Responsibility	Timescale
Make policy for phased introduction of EV charging facilities	Enable use of sustainable modes of travel	TPC and Senior Management	Discuss by September 2026 and repeat as needed
Provide priority parking for car-sharers	Reduce solo-occupancy car travel	TPC and Senior Management	By September 2026 and ongoing
Create Bicycle User Group to lobby the local authority on cycling infrastructure	Encourage more staff and students to cycle	TPC and Travel Plan Subcommittee	By September 2026

9.0 Delivery and Enforcement

- 9.1 It is agreed that the Travel Plan should be secured by and included within a Section 106 Legal Agreement relating to any Planning permission for the proposed new building.
- 9.2 It is agreed that a security deposit will be paid equal to the value of the actions contained in the Travel Plan Action Plan, plus a surety of 10%, as required by Hampshire County Council.
- 9.3 It is agreed that the College will pay HCC's travel plan evaluation and monitoring fees, as set out at: <https://www.hants.gov.uk/transport/developers/travelplans/assessment>

Appendix A

Proposed Site Layout Plan



DO NOT SCALE FROM THIS DRAWING

PRELIMINARY - NOT FOR CONSTRUCTION

P01	For Information		JH	JH	JH
Rev	Amendment		Dm	Chkd	Appd
Project		Date			

Havant & South Downs College
South Downs Campus
Revised CP6 Layout Scheme

Overall Car Parking Plan

Client
Havant & South Downs College

Scott White and Hookins
Structural Engineering Civil Engineering Sustainability and BREEAM CDM Consultancy

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Project | Originator | Zone | Level | Type | Role | Number | Rev.