

Travel Plan Framework

Proposed Development:

Cabbagefield Row,

Swanmore Road,

Leigh Park



Index

1	Introduction	2
2	Background	3
	Policy Context	3
	Site Location	4
3	Local Highway Network	6
4	Site Accessibility & Travel Choices	7
	Bus Services	7
	Rail	8
	Walking and Cycling	8
5	Site Audit	15
	Vehicle Access	15
	Pedestrian/Cycle Access	15
	Car and Cycle Parking	16
	Internal Road Network	18
6	Objectives & Targets	20
	Objectives	20
	Targets	20
7	Consultation and Partnerships	22
8	Measures	23
	Walking	23
	Cycling	23
	Public Transport	24
	Car Sharing and Others	24
	Travel 'Welcome' Packs	24
9	Travel Plan Management	26
	Travel Plan Co-ordinator	26
10	Monitoring	27
	Travel Survey	27
	Delivery and Enforcement	28
11	Action Plan	30

Issue	Issue date	Compiled	Checked	Authorised
1	13-09-2022	RS	RW	RW
2	10-03-2023	RS	RW	RW

1 Introduction

- 1.1 This Travel Plan Framework has been prepared for Portsmouth City Council in conjunction with the above development and no responsibility is accepted to any third party for all or part of this study in connection with this or any other development.
- 1.2 This TPF is for the proposed residential development of up to 150 residential units on land north of 123-133 Swanmore Road in the Warren Park area of Leigh Park, Havant.
- 1.3 The outline planning application for the site was submitted in September 2021 (ref: APP/21/00989). Following submission of the planning application comments have been received from Hampshire County Council (HCC) as the local highway authority.
- 1.4 Specifically, this Travel Plan Framework has been prepared to satisfy the council's request for a Travel Plan to be submitted as a stand-alone document. As this is an outline application it is proposed that this Travel Plan Framework (TPF) will be converted into a Full Travel Plan under condition of outline planning consent, should the application be approved. This TPF therefore sets out the principles of which the Travel Plan will provide full detail on submission of a detailed application.
- 1.5 The HCC travel plan guidance document describes Travel Plans as a 'a long term strategy for improving and managing access to a site focusing on promoting sustainable modes, and minimising single occupancy car trips. For the purposes of the planning process, travel plans must be documented and contain objectives and targets, the policies and measures to be implemented, an action plan and the monitoring and review arrangements'.
- 1.6 The main objectives of the Travel Plan are to:
 - address residents' need for access to a full range of facilities and activities;
 - reduce the traffic generated by the development;
 - encourage good design principles and support the local community.

2 Background

- 2.1 HCC online guidance for developers (source: [Information for highways developers | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/information-for-highways-developers)) outlines a travel plan is required for an application of 100 or more households. Therefore, for a development of up to 150 dwellings, a Travel Plan will be required as part of the planning application.
- 2.2 At detailed application stage, the Full Travel Plan will be prepared for assessment using Hampshire County Council's (HCC) evaluation criteria for the assessment of Travel Plans 'A guide to development related travel plans'.
- 2.3 The Travel Plan will be written in line with HCC guidance, therefore an effective Travel Plan will be:
 - Site specific
 - A combination of hard measures – site design, improved infrastructure and new services and soft measures – marketing, promotion, use of technology and improved information provision.
 - A holistic package where individual measures are integrated into the new development as part of the design and occupation of the site.
 - One that includes measures to support and promote walking, cycling and the use of public transport.
 - One that addresses the issue of parking provision, its quantity, and management.
- 2.4 The Portsmouth City Council overarching travel planning strategy objective is to change attitudes and behaviours towards travel. This Travel Plan supports the objective and aims to shape a future where residents of the development choose to leave their cars at home, or not own a car, when making everyday journeys thereby reducing private car journeys where possible, and make greener travel choices in favour of everyday walking, cycling and public transport usage.

Policy Context

- 2.5 The Full Travel Plan will be written with reference to national and local policy documents which include:
 - National Planning Policy Framework (2019);
 - Planning Practice Guidance 'Travel Plans, Transport Assessments and Statements' (2014);
 - IHT's 'Guidelines for Providing Journeys on Foot' (2000);
 - CIHT's 'Buses in Urban Developments' (2018);
 - Manual for Streets 1 (2007);
 - Manual for Streets 2 (2010)
 - Hampshire's Local Transport Plan 2011-2031 (2013);
 - Hampshire County Council's 'A Guide to Development Related Travel Plans' (2009)

Havant Borough Council's SPD: Parking (2016);

Havant Borough Council Local Plan (Core Strategy) adopted March 2011;

Havant Borough Council Local Plan (Allocations) adopted July 2014;

Site Location

- 2.6 The site is accessed from the south off Swanmore Road. An approximate site boundary area is shown below in red in Figure 2.1. The site layout plan is included at Figure 2.2.
- 2.7 Swanmore Road is situated in the Warren Park area of Leigh Park. Warren Park is a residential housing estate developed through the 1960s-70s by Portsmouth City Council.

Figure 2.1 – Approximate Site Boundary



32x4 3-bed 4 person apartments
 72x4 3-bed 6 person houses
 27x4 4-bed 8 person houses
 3x4 5-bed 10 person houses
 Total: 156 dwellings
 257 car parking spaces

0 10 20 30
 At 1:500 scale bar

open space
 ancient woodland landscape buffer
 green buffer
 landscape buffer
 landscape directly space
 pump station
 telecom

3 Local Highway Network

- 3.1 Swanmore Road is a single carriageway local residential road subject to a 30mph speed limit, which along with Calshot Road, loops around the Warren Park estate. Swanmore Road connects to Middle Park Way at its south-eastern end via a priority junction, and at the south-western end Calshot Road forms the northern arm of the Woolston Road / Fitzwygram Way / Freely Road roundabout junction.
- 3.2 There are continuous footways on the southern side of Swanmore Road / Calshot Road and access to residential properties or on-street parking areas. The footway/cycleway provisions on the north/east side of Swanmore Road end approximately 650m north of the junction with Middle Park Way, and provisions on the north/west side of Calshot Road end at the access to Park Lane approximately 175m north of the mini-roundabout with Woolston Road / Freeley Road / Fitzwygram Way. The road is subject to a 30mph speed limit.
- 3.3 Fitzwygram Way forms an access road to the Dunsbury Park development from the A3(M). From the A3 it provides access to the distribution and office developments at Dunsbury Park. At its western end it forms the eastern arm of the Hulbert Road / Fitzwygram Way roundabout. The eastern end of the route is formed by a bus only link approximately 200m in length, which makes up the western arm of the Fitzwygram Way / Woolston Road Roundabout. At the time of writing, the bus only link at the Woolston Road roundabout end of Fitzwygram Way is blocked by concrete blocks.
- 3.4 Middle Park Way functions as a local distributor road with residential frontages. There are a number of minor access junctions and roundabouts connecting Middle Park Way to the residential areas of Leigh Park. Speed control measures are present on Middle Park Way, with speed limits varying between 20mph and 30mph. The carriageway is bordered by verge, footway and shared use cycleway/footway. Middle Park Way connects to B2149 Petersfield Road at a priority junction to the east, and Purbrook Way/Park Lane to the south at a roundabout.
- 3.5 Purbrook Way connects to residential areas of Leigh Park, and provides a road link to the strategic road network, A3(M) at junctions 3 (via Hulbert Way) and 4. Purbrook Way is subject to a speed limit of 30mph and contains some sections of on-carriageway cycle lane along its length, with footways provided on both sides of the road.
- 3.6 The B2149 provides a key connection to the A3(M) at junction 2 to the north, and the A27 Havant bypass via Havant Town Centre to the south. Havant Town Centre is situated approximately 3.5km south of the site.

4 Site Accessibility & Travel Choices

Bus Services

- 4.1 The nearest bus stops to the site are on Swanmore Road, located approximately 42m (westbound) and 65m (eastbound) east of the site, within around a 1-minute walk of the proposed site access. The next nearest stop is situated approximately 74m (eastbound) west of the site. These bus stops are served by bus route number 23. The location of nearby bus stops is shown in Figure 4.1.

Figure 4.1 – Local Bus Stop Locations



- 4.2 All of the above highlighted bus stops are served by route number 23, operated by Stagecoach South. Weekday services are frequent with 1 bus every 10-20 minutes from 06:00am to 00:30am.
- 4.3 Havant bus station is located in Havant town centre at Elm Lane, adjacent to the Meridian Shopping Centre. This provides a bus stop for a number of services including 20, 21, 23, 27, 28A, 30, 31, 37, 39, 621, 630, 700 and 770. The two-storey bus station includes an enclosed waiting area, information point, toilets, refreshment shop and bus departure information displays. Residents of the future development can access the bus station via bus route 23 from the stops on Swanmore Road, this journey would take approximately 16-minutes, or by cycling approximately 13-minutes.

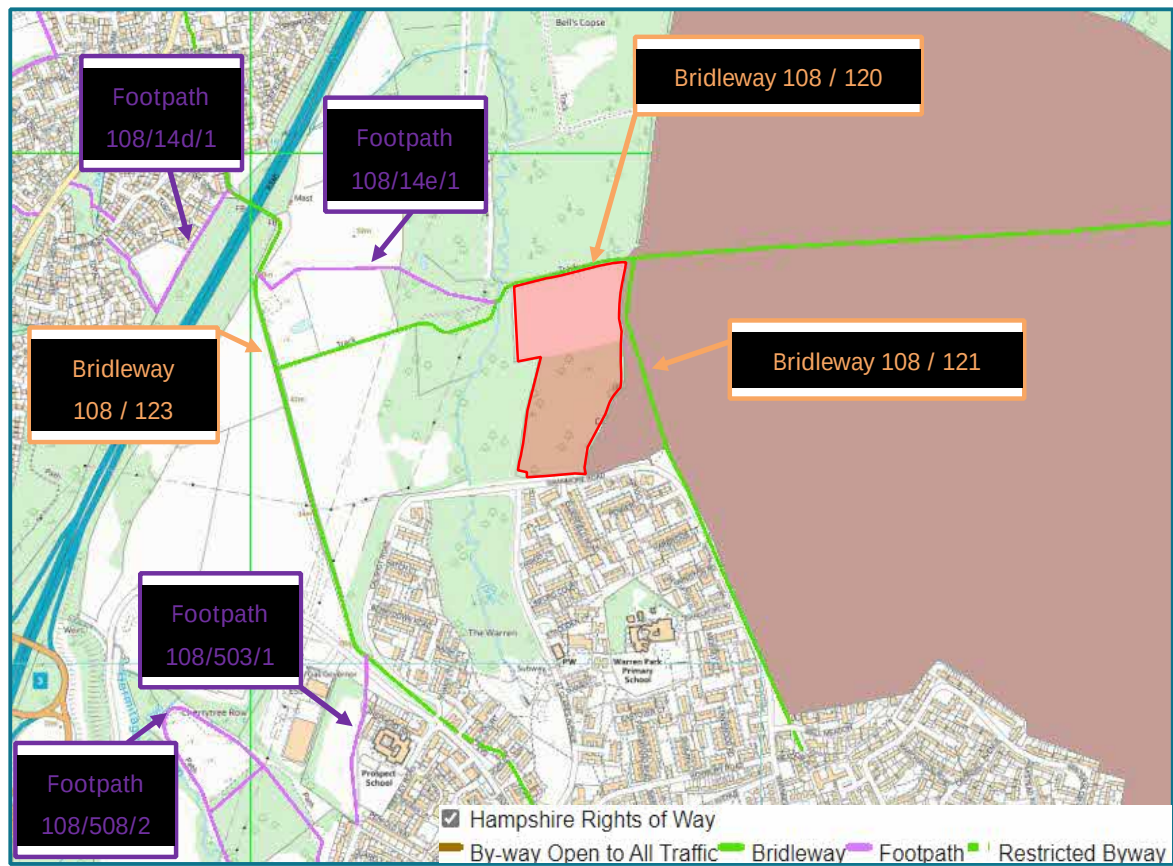
Rail

- 4.4 The nearest railway stations are Havant and Bedhampton.
- 4.5 Havant station is located approximately 3.5km south of the site (42-minute walk or 10-minute cycle). There is sheltered cycle storage available providing 92 spaces. Havant is a mainline station, the typical off-peak service in trains per hour is:
- 3 tph to London Waterloo via Guildford
 - 2 tph to London Victoria via Horsham
 - 2 tph to Brighton via Worthing
 - 1 tph to Littlehampton
 - 6 tph to Portsmouth & Southsea, of which 3 continue to Portsmouth Harbour
 - 2 tph to Southampton Central
- 4.6 Bedhampton is located approximately 3.4km (42-minute walk) south of the site. This journey would take approximately 11-minutes by cycling, there is sheltered cycle storage available providing 20 spaces. The typical off-peak service in trains per hour is:
- 1 tph to London Waterloo via Guildford
 - 1 tph to Littlehampton
 - 2 tph to Portsmouth & Southsea
- 4.7 During peak hours there are additional services to London Waterloo as well as service to Portsmouth Harbour, Brighton and London Victoria.
- 4.8 Services at these stations are operated by South Western Railway and Southern.
- 4.9 The stations are also served by bus route 23, this journey would take approximately 21-minutes (Havant) and 26-minutes (Bedhampton). The proposed new footways on Swanmore Road will provide safe and convenient access to the bus stops which provide frequent connections to the stations.

Walking and Cycling

- 4.10 The WCHAR assessment included within the submitted Transport Assessment was carried out to investigate the existing infrastructure and identify potential opportunities to improve conditions for people walking, cycling and where appropriate, riding horses.
- 4.11 There are several Public Rights of Way (PRoW) located within the vicinity of the site, with bridleway 108/121/1 running along the northern site boundary, and bridleway 108/120/2 along the eastern boundary. Figure 4.2 below illustrates the locations of these rights of way and the site in red.

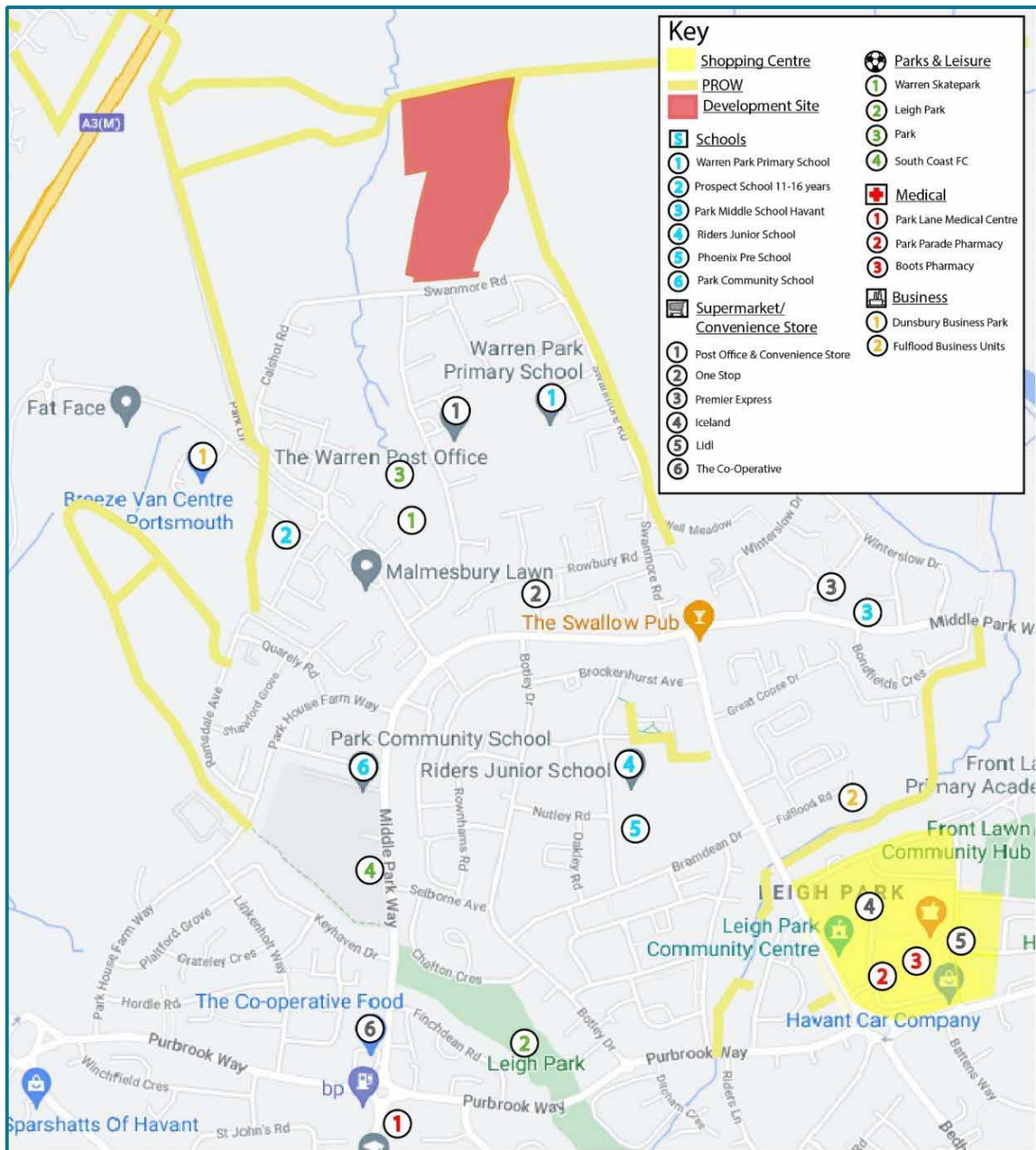
Figure 4.2 – Public Rights of Way (HCC PRoW)



Source: Hampshire Rights of Way online | Hantsweb (<https://maps.hants.gov.uk/rightsofwaydefinitivemap/largemap>)

- 4.12 There are a number of local amenities and essential facilities within walking/cycling distance of the site as indicated in Figure 4.3 below.

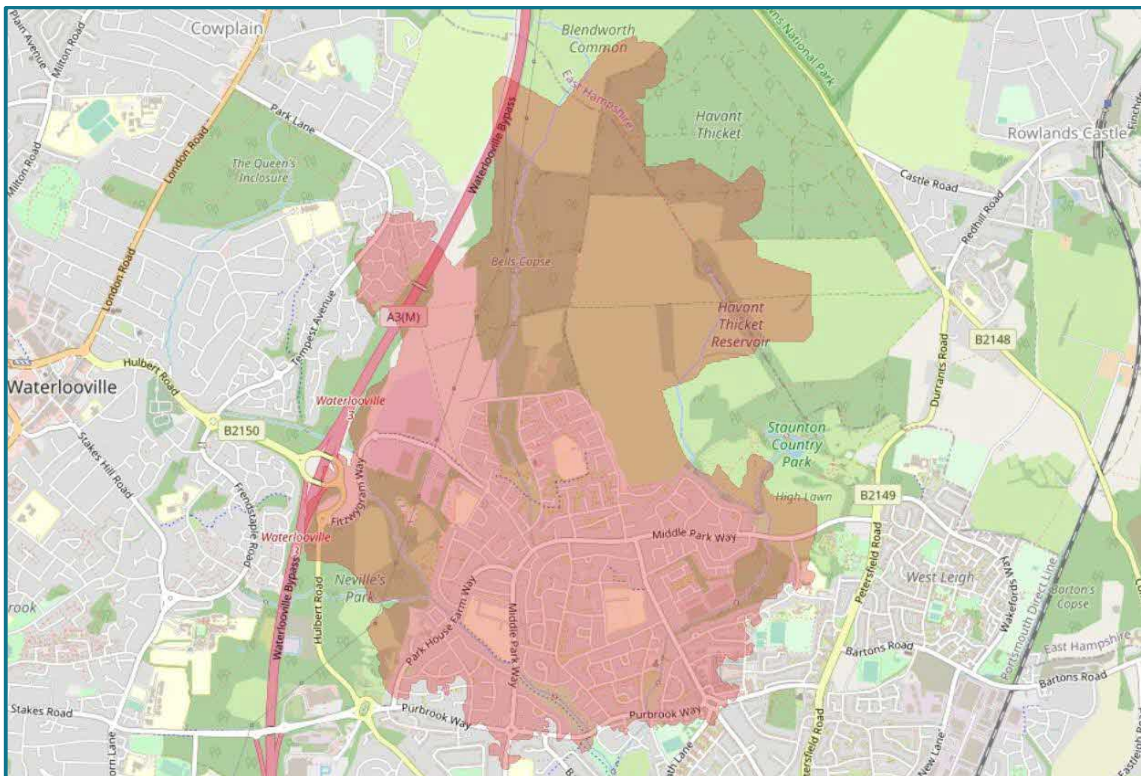
Figure 4.3 – Local amenities and facilities within the site vicinity



- 4.13 The Havant Thicket proposals include a provision of shared use path from the Pennerly Court bus stops eastwards to a proposed new access off the north-eastern bend of Swanmore Road, and a connection to existing bridleway 108/121.
- 4.14 A link is also proposed from this development site to connect with the Havant Thicket provisions on the north side of Swanmore Road, together with two new crossings providing access to the south side of Swanmore Road. This will provide residents with improved access to the surrounding area (i.e. Warren Park Primary School, the Warren Post Office, shops on Middle Park Way, Leigh Park centre / Greywell Shopping Centre via Dunsbury Way).

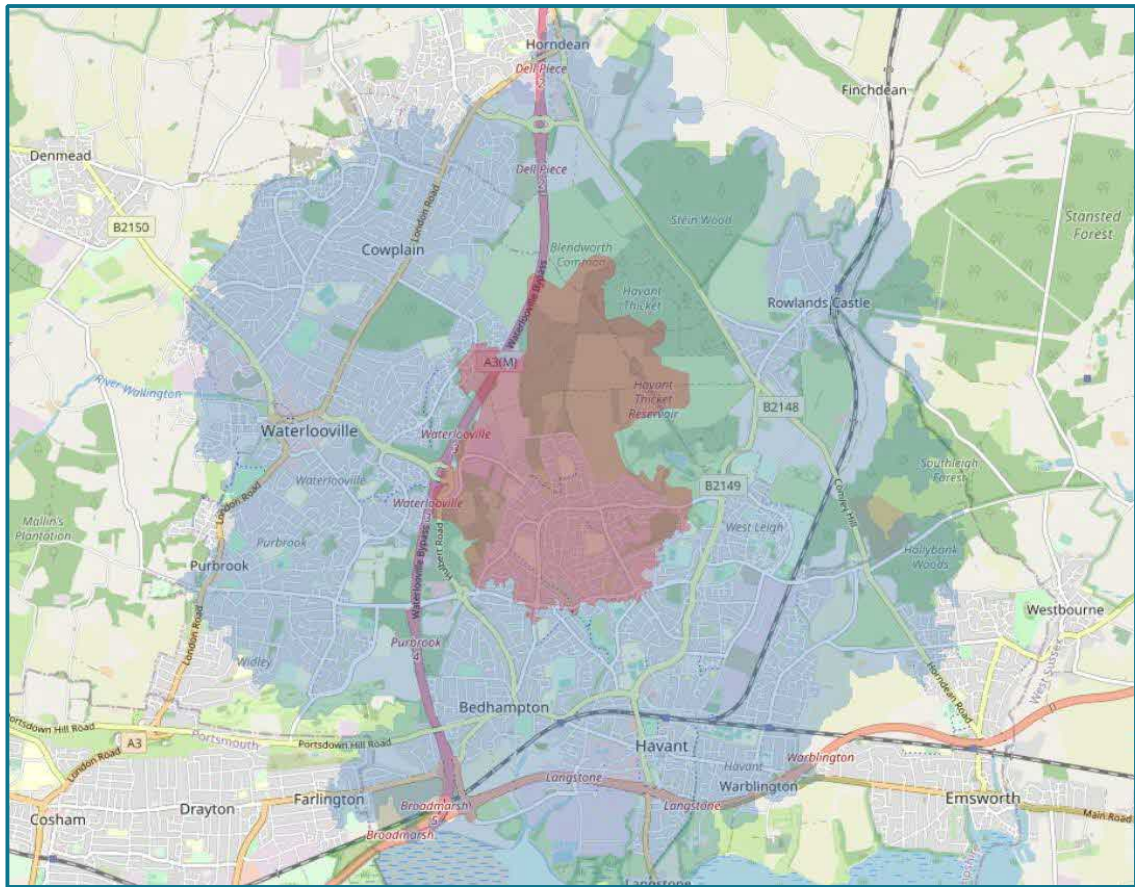
- 4.15 Manual for Streets suggests 800m can be considered a comfortable walking distance (paragraph 4.4.1). MfS also states, however, 800m is not the upper limit, walking offers potential to replace short car trips for journeys up to 2km (with reference to PPG13).
- 4.16 Whilst superseded by NPPF, the former PPG13 Transport document sets out useful guidance related to suitable walking and cycling distances:
- ‘Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2 kilometres’ (Paragraph 74)
- ‘Cycling also has potential to substitute short car trips, particularly those under 5 kilometres, and to form part of a longer journey by public transport’ (Paragraph 77)
- 4.17 Figure 4.4 demonstrates an approximate 2km walking distance isochrone surrounding the site. The isochrone specifically shows a journey time of 25 minutes based on a walking speed of 1.4m/s, this representing 2.02km.

Figure 4.4 – Walking Distance Isochrone



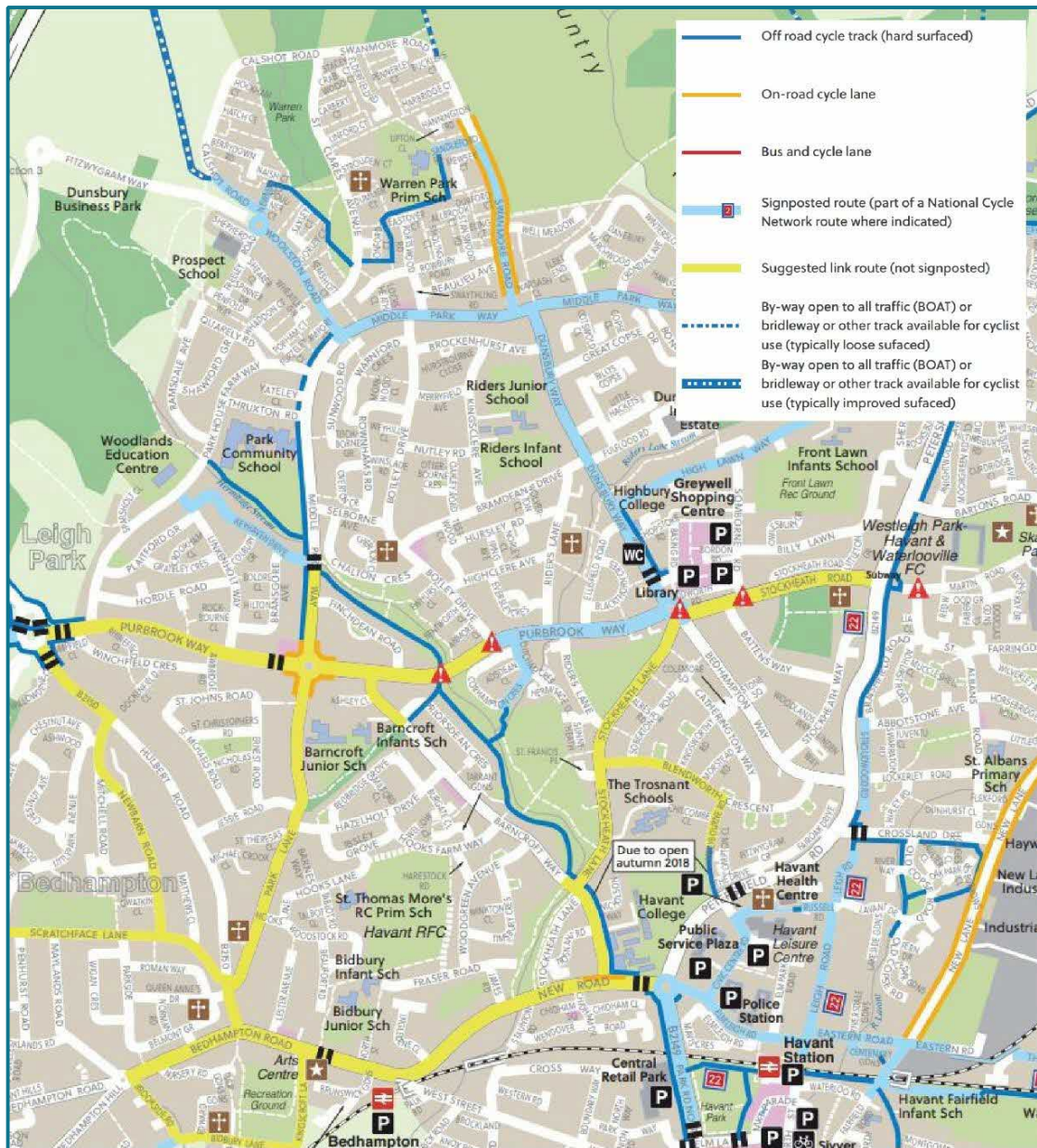
- 4.18 Figure 4.5 shows an approximate 5km cycle distance isochrone surrounding the site. The isochrone specifically shows a journey time of 19 minutes based on an average cycling speed of 15.5km/h, this representing 4.9km

Figure 4.5 – 5km Cycle Distance and 2km Walking Distance Isochrones



- 4.19 There are shared cycle routes within the site vicinity that provide safe and convenient access to the town centre and also local schools.

Figure 4.6 – Extract of Havant Borough Council cycle map



4.20 Examples of key destinations and their proximity to the site are listed below in Table 4.1. Manual for Streets suggests 800m as being the maximum target distance to amenities for new developments. NPPF states that walking can be the most attractive alternative for short distance car trips up to 2km and cycling for distances up to 5km.

4.21 Walking times are based on a walk speed of 1.4m/s as referenced in IHT (2000) Guidelines for Providing for Journeys on Foot., and cycle times are based on an average cycle speed of 15.5km/h.

Table 4.1 – Accessibility of the Proposed Development Site to Key Services

Destination	Distance from Site (m)	Walk Time (mins)	Cycle Time (mins)
Warren Park Primary School	360	4	1
St Clares Church	360	4	1
The Warren Post Office	364	4	1
Prospect School 11-16 years	850	10	3
Dunsbury Business Park	1050	13	4
One Stop	1120	13	4
Park Community School	1200	14	5
Riders Junior School	1500	18	6
Fulflood Road Business Units	1500	18	6
Leigh Park Community Centre	1750	21	7
Retail, food, and pharmacies at Leigh Park Shopping Centre	1800	21	7
Leigh Park Library	1850	22	7
Park Lane Medical Centre	2100	25	8
Front Lawn Community Hub (Sports Complex)	2120	25	8
B&Q	2450	30	10
Asda	2600	32	10
Havant Leisure Centre	3000	36	12
Havant Health Centre	3005	36	12
Bedhampton Station	3400	41	13
Havant Station	3500	42	14
Havant Bus Station	3800	46	15

- 4.22 The site is within a reasonable proximity to a variety of amenities, facilities and services. Based on local highway characteristics, cycle routes and the distance from the site to key destinations, walking and cycling journeys are a viable option of travel for residents of the proposed development.

5 Site Audit

- 5.1 This section of the Travel Plan Framework includes details on the proposal including access, car parking, cycle parking and internal highway design.

Vehicle Access

- 5.2 Access to the site is provided in the form of a new simple priority junction off the northern side of Swanmore Road in the south-east corner of the site. The access will be 5.5m wide with 2m footways provided on each side which link to existing footway provisions on Swanmore Road.
- 5.3 A pedestrian crossing point will be provided to cross the bellmouth junction, with tactile paving and dropped kerbs on each side.
- 5.4 Some minor vegetation cut back along the site frontage will be required in order to ensure that driver visibility splays remain unobstructed.

Pedestrian/Cycle Access

- 5.5 A pedestrian/cyclist only access is provided approximately 70m west of the main vehicle access to the site on Swanmore Road. This path will provide direct access to the new shared use path provision on the north side of Swanmore Road / Calshot Road which extends to each bus stop to the east and west of the site.
- 5.6 The new shared use path provides a continuation of the changes proposed to the highway as part of the Havant Thicket application (APP/20/00991 and APP/20/00990) which includes a provision of shared use path from the Pennerly Court bus stops eastwards to a new Havant Thicket access off the north-eastern bend of Swanmore Road, and a connection to existing bridleway 108/121.
- 5.7 Dropped kerbs from the carriageway to the new shared use path are provided to allow cyclists to adjoin the cycle path.
- 5.8 Two uncontrolled pedestrian crossing points provided with dropped kerbs and tactile paving are proposed on Swanmore Road, providing a link to the existing footway provision on the south side to accommodate the likely desire lines of residents of the future development.
- 5.9 One will be positioned west of the pedestrian/cyclist access / east of the junction with St Clares Avenue and one positioned west of the main access / west of the Elderfield Road junction.

Car and Cycle Parking

- 5.10 A full application will need to provide vehicle parking in accordance with Havant Borough Council (HBC) standards. Parking standards are set out in HBC's document Parking Supplementary Planning Document (SPD) (July 2016).
- 5.11 Figure 5.1 shows the minimum parking standards required for houses within the Havant Borough. The development site is not part of Havant or Waterlooville town centres and therefore the minimum standards are considered applicable to this site.

Figure 5.1 – Residential Parking Standards

TABLE 4A			
C3 Dwelling Houses – Vehicle Parking			
Zone \ Size of dwelling	Minimum Car Parking Requirement	Havant Town Centre	Waterlooville Town Centre
1 Bed Unit	1 space	Max 1 space	Max 1 space
2 Bed Unit	2 spaces	Max 1 space	Max 1 space
3 Bed Unit	2 spaces	Max 1 space	Max 2 spaces
4+ Bed Unit	3 spaces	Max 2 spaces	Max 2 spaces

TABLE 4B			
C3 Dwelling Houses – Shared/Communal Parking (unallocated)			
Zone \ Size of dwelling	Minimum Car Parking Requirement	Havant Town Centre	Waterlooville Town Centre
1 Bed Unit	0.9 spaces	Max 0.5 spaces	0.6 spaces
2 Bed Unit	1.3 spaces	Max 0.8 spaces	1 space
3 Bed Unit	1.9 spaces	Max 1 spaces	1.4 spaces
4+ Bed Unit	2.4 spaces	Max 1.2 spaces	1.8 spaces

- 5.12 The parking standards state that account will need to be taken of the layout and design of the development, in particular:

With the exception of small residential developments an additional 20% of unallocated parking for visitors should be accommodated

Tenure can influence car ownership. Rented accommodation, particularly social rented housing, can have fewer cars than owner occupied households of a similar size and type. However there is the potential for tenure to change over the life of most dwellings to owner occupied status. Reductions will only be considered for rented properties where there is evidence that the tenure

is unlikely to change or the developers can demonstrate that lower standards would be appropriate.

Within a two storey property bedrooms include all those rooms at first floor or above (assuming a conventional layout) where the size of room can accommodate a single sized bed and a small amount of furniture (for example approximately 5 square metres in area). Within other properties such as flats or bungalows a common sense approach will be adopted. Simply labelling rooms as reception rooms or studies will not mean that they won't be considered as potential bedrooms. The most likely and typical use of the property will be considered.

5.13 The development mix, as shown on the site layout plan, is as follows:

16 x 1-bed (2 person) apartments;
 32 x 2-bed (4 person) apartments;
 72 x 3-bed (6 person) houses;
 27 x 4-bed (8 person) houses;
 3 x 5-bed (10 person) houses.
 Total: 150 dwellings

5.14 On the basis of the standards of HBC for shared/communal parking as shown in [Figure 5.1](#) (Table 4B), the minimum car parking requirement is as follows:

16 x 1-bed	$0.9 \times 16 = 14$ (14.4)
32 x 2-bed	$1.3 \times 32 = 42$ (41.6)
72 x 3-bed	$1.9 \times 72 = 137$ (136.8)
27 x 4-bed	$2.4 \times 27 = 65$ (64.8)
3 x 5-bed	$2.4 \times 3 = 7$ (7.2)
Total:	265 (264.8)

5.15 In accordance with HBC standards, an additional 20% of unallocated parking for visitors should be accommodated. The standards also state:

Rented accommodation, particularly social rented housing, can have fewer cars than owner occupied households of a similar size and type. However there is the potential for tenure to change over the life of most dwellings to owner occupied status. Reductions will only be considered for rented properties where there is evidence that the tenure is unlikely to change or the developers can demonstrate that lower standards would be appropriate.

5.16 Therefore, 265 spaces + 53 visitor requirement = 318.

5.17 The current site layout plan shows a total provision of 257 car parking spaces. Local census data (upon which the Havant parking standards are based) shows car ownership in the Warren Park area

at 1 car per dwelling. The layout provides 154 spaces to 1, 2 and 3 beds (1.28 per dwelling) and 60 spaces for 4 & 5 beds (2 spaces per dwelling), resulting in 214 spaces, plus 20% uplift for visitor spaces ($0.2 \times 214 = 43$) giving the 257 total.

- 5.18 Therefore, the provision of 1.28-2 spaces per unit exceeds the forecast demand for the area of 1 car owned per unit.

(it should be noted that the 20% typically cited as a minimum provision should be taken as an absolute maximum level of visitor parking demand i.e. it is not realistic that 1 in 5 dwellings will have visitors at once on a continuous basis, although the figure is commonly adopted by many local authorities).

- 5.19 Parking is laid out in various layouts with some curtilage parking, some unallocated parking with footpath between car parking spaces and dwelling curtilage and some car parking courts.

- 5.20 Car parking spaces are provided with dimensions of 2.4m x 4.8m, parallel parking spaces are 2.4m x 6m (and adjacent to a footpath).

- 5.21 Bicycle storage has been provided by means of provision in the rear garden storage sheds in each dwelling house and in cycle stores integrated into the apartment blocks on the ground floor. Visitor cycle hoops are also shown located adjacent to the entrances of each of the four apartment blocks.

- 5.22 A total of 284 long-term cycle parking spaces are provided on site in accordance with Havant Parking SPD (2016) i.e. 1 per 1-bedroom unit and 2 spaces for all other units. In addition to this, 58 visitor cycle spaces are also provided (20% of the long-term parking standard).

Internal Road Network

- 5.23 The layout allows for connecting public realm landscaping to the boundaries, strips running east-west across the site and the retention of the open land at the northern end of the site.

- 5.24 Within the site, the main estate road loops around the development's outer edges ensuring the boundaries are retained in the public realm and provide buffer distances between development and the existing trees. There is a main estate / spine road which all residential secondary roads feed off.

- 5.25 A pedestrian/ cycle path runs along the western boundary allowing connectivity to the northern end of the developed site where existing paths and desire lines lead to the northeast corner of the site accessing the bridleway on to Havant Thicket.

- 5.26 Street geometry for the site is as follows:

The main estate road is 5.5m wide;

Secondary roads are 4.8m wide;

Junction radii are 6m (minimum);

Footpaths are 2m wide. Shared user paths for pedestrians and cyclists are 3m wide.

6 Objectives & Targets

- 6.1 The Travel Plan is an evolving document. While the objectives of the Travel Plan will not change, the measures used to achieve the objectives may evolve.

Objectives

- 6.2 The Travel Plan is a strategy for reducing the dependence of residents on travel by the private car. The primary objectives of the strategy are to help and encourage residents to achieve the following:
- Increase the use of sustainable modes of transport e.g. walking and cycling;
 - Increase the use of public transport;
 - Reduce trips by car, particularly single occupancy single purpose car trips.
- 6.3 A fundamental change in attitude by most people is required. It will be gradually instilled by education on benefits of alternative travel, by providing and supporting viable alternative modes of transport and encouraging a change in outlook and expectation.
- 6.4 Secondary objectives are to achieve the following:
- Minimise the impact of traffic associated with the site by minimising noise and pollution;
 - Reduce the adverse effects on health associated with increased car use;
 - Increase the proportion of journeys made to and from the site by sustainable modes of transport such as walking, cycling and public transport;
 - Promote walking and cycling as a health benefit to residents;
 - Promote social inclusion by widening the travel options available for non-car owning residents;
 - Reduce the perceived safety risk associated with the alternatives of walking and cycling.

Targets

- 6.5 Targets will be set for the TP and a programme of monitoring and review will be designed to generate information by which the success of the TP can be evaluated. The initial travel survey will provide a baseline to inform realistic and achievable targets. At this stage, the following indicative targets have been estimated for the site to be achieved within 5 years after occupation based on MSOA data from the 2011 Census.
- 6.6 The 2011 Census journey to work data is a useful indicator of the likely mode choices for employed residents within the local area. The local modal split data is provided below for MSOA Havant 006.

Table 6.1 – Targets of the Travel Plan

Mode	Baseline (Census 2011 Table QS701EW)	3 rd Year (+ / - from baseline)	5 th Year (+ / - from baseline)
Car Driver	65%	-6%	-10%
Car Passenger	9%	+1%	+2%
Bus	8%	+2%	+4%
Train	2%	+1%	+2%
Walking	8%	+2%	+4%
Cycling	4%	+2%	+4%
Powered Two-Wheeler (PTW)	1%	+/-0%	+/-0%
Other (incl. work mainly at or from home / taxi)	3%	-1%	-1%

- 6.7 These targets are indicative only but are likely to be achievable as the site can be easily accessed by sustainable forms of transport such as walking, cycling and public transport services have frequent services during peak hours.
- 6.8 The site is well located within walking and cycling distance of nearby amenities and services (including local schools, shops, community services and employment opportunities), and the pedestrian and cycle link improvements provided as part of the development will provide future residents with convenient routes as an alternative to private car journeys.
- 6.9 In due course travel surveys will be undertaken to assess the actual modal split and travel patterns of future residents of the development. These surveys will occur 3 months after 90% occupation of all residential units – this will form the year 1 review and will occur again on years 3 and 5.
- 6.10 The targets will be reviewed periodically after occupation as part of the travel planning process; through active monitoring and review by the Travel Plan Coordinator (TPC).
- 6.11 The initiatives and measures described in Section 8.0 will be revisited if they are found to be failing to meet the targets, but the targets may also be adjusted if the TP is working well. Ultimately, it will be for the TPC to decide the best methods to meet the targets, in agreement with the council, and ensure that the TP is achieving its targets as far as practicable.

7 Consultation and Partnerships

- 7.1 At detailed application stage, the Full Travel Plan will contain evidence of preliminary liaisons with local cycle shops and public transport operators to scope the possibility of arranging for discounts on equipment and services respectively.
- 7.2 These communications can then form the basis for further negotiations between these companies and the Travel Plan Coordinator (TPC).

8 Measures

- 8.1 The inclusion of travel planning principles at an early stage can also provide an opportunity to make a fundamental shift towards the provision of streets for people and social activity rather than purely a means of car access to properties. Appendix F of the HCC guide to travel plans outlines a range of measures that should be considered in residential travel plans.
- 8.2 Potential mechanisms and measures to be considered in the full residential Travel Plan include:

Walking

There is great potential for promoting walking as a means of accessing local facilities. To encourage this, measures could include:

- Promotion of information and advice concerning safe pedestrian routes to and from the site including the provision of route maps;
 - Distributing information to all new residents as part of the standard residential travel 'Welcome' packs including promotion of free health apps;
 - TPC to offer personalised travel planning advice to residents upon request;
 - If required, provide improvements to (and maintenance of) the walking network and signage;
 - Provision of street lighting within the site to provide well-lit routes;
 - Provision of a new shared cycleway / footway on Swanmore Road, linking with the existing footway/cycleway provisions;
 - Provision of safe pedestrian crossing points at the site access and Swanmore Road;
 - Coordinating with local schools to organise walking to school events.
- The TPC will look to hold and/or promote events.

Cycling

The following measures to promote cycling as a means of accessing local facilities could also be promoted by measures including:

- Displaying information and advice concerning safe cycle routes in a location accessible to residents i.e. a bespoke website;
- Distributing information to all new residents as part of the standard travel 'Welcome' packs;
- TPC to offer personalised travel planning advice to residents upon request;
- If required, provide improvements to (and maintenance of) the cycle network;
- If required, provide sustainable travel vouchers offering discount on cycle maintenance and/or equipment in partnership with a local cycle business;
- Provision of secure, well-lit cycle storage within residential curtilages;
- Promote formation of a bicycle users group (BUG);

Provision of a new shared cycleway / footway on Swanmore Road, linking with the existing footway/cycleway provisions.

The TPC will look to hold and/or promote events.

Public Transport

Promotion of the use of public transport for accessing facilities further from the site could be encouraged through measures such as:

- Displaying up-to-date details of bus services, including bus stop locations, route information and service frequencies, in a location accessible to residents i.e. a bespoke website;

- Displaying route disruption notices and alternative routes, when essential maintenance is in place;

- Providing details of ticketing options to residents and offering of personalised travel planning advice;

- Provision of up to date bus timetables and rail maps;

- Distributing information to all new residents as part of the standard travel 'Welcome' packs;

- Potential collaboration with local public transport providers to improve services, negotiate discounts and trial initiatives;

- Potential improvements to the bus stop infrastructure on the south side of Swanmore Road, i.e. possible upgrade of the existing tactile paved crossing points at the bus stops on Swanmore Road as part of the proposed shared cycleway/footway;

- Potential provision of sustainable travel vouchers for discounts on public transport ticketing.

Car Sharing and Others

- Introduction of a car sharing scheme;

- Promotion of joining hantscarshare.com;

- Promotion of home delivery services and home working (where applicable)

- Good quality broadband is provided.

Travel 'Welcome' Packs

8.3 The Travel Packs would include a map showing local footways, cycle routes and bus stops and bus services, together with information on the site Travel Plan contact details for the Travel Plan Co-ordinator, and links to the bespoke website.

8.4 The following information is proposed to be included in the Travel Packs:

- Location map, showing sites relation to the surrounding areas;

- Bus and rail information detailing routes and nearest bus stops and stations;

- Site specific local public transport information including timetables and how to obtain real time information;

Web site addresses for travel information, including Journey Planner's;
Local cycle and walk routes, showing the types of routes available and local cycle shops;
Information of local amenities and their walking and cycling distance;
Travel routes to the local schools;
Information on car sharing, such as how it works, and reasons to use it, local car sharing facilities

9 Travel Plan Management

Travel Plan Co-ordinator

- 9.1 One of the key elements of a successful Travel Plan is the appointment of a Travel Plan Co-ordinator (TPC) role. This will be an integral part of implementing the Travel Plan.
- 9.2 The TPC will be appointed at least 3 months prior to occupation of the development site. Once appointed, the TPC's contact details will be shared with the council and other relevant stakeholders for engagement.
- 9.3 The TPC will be responsible for key managerial decisions and allocated sufficient time, resources, and support to perform their role.
- 9.4 The TPC role will be funded for a period of five years from the first occupancy of the dwellings. Approximate fees for the TPC day-to-day role would be as follows:
 - Time spent on the Travel Plan per week = Approx. 4 hours
 - Number of weeks per year to be working on the Travel Plan = Approx. 10 weeks
 - Cost per hour = £80 per hour
 - Overall cost = Approx. £3,200
- 9.5 The key responsibilities of the TPC include the following:
 - Promoting, implementing, revising, and operating the Travel Plan;
 - The implementation and investigation of the various measures set out in Section 8;
 - Monitoring the performance of the Travel Plan;
 - Preparing each Travel Plan review at years 1, 3 and 5;
 - Evolving and optimising the Travel Plan based on the review outputs;
 - Liaison with HCC where appropriate;
 - Being the main point of contact for residents for Travel Plan related matters and maintaining support for a sustainable transport approach from the whole client community.
- 9.6 The travel plan coordinator will be responsible for the successful implementation of the travel plan and the primary means of contact for residents that will be using the measures implemented by the travel plan.
- 9.7 The travel plan coordinator will be easily contactable so that any concerns or queries with the travel plan can be expressed and information can be gathered in order to ensure that the travel plan is being implemented properly and successfully.

10 Monitoring

- 10.1 This Travel Plan is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to those using the site.
- 10.2 A programme of monitoring and review will be agreed with the local authorities. The Travel Plan Co-ordinator will be responsible for the preparation and dissemination of the Monitoring Report.
- 10.3 HCC guidance on travel plans states that monitoring will normally be required for a minimum of five years, but in the case of larger developments may be required for a longer period. Where relevant, the developer is encouraged to use the UK Standard for Monitoring Travel plans system developed by TRICS, all monitoring surveys will be TRICS SAM compliant.
- 10.4 Travel Plan review will be undertaken annually by the TPC. This includes the Year 1 baseline report (within 3 months of 90% occupation of the site), as well as a full survey in Years 3 and 5. Snapshot surveys will be conducted in Years 2 and 4.
- 10.5 The review will involve meetings (as necessary) with representatives of the occupier, the local planning authority, the County Council (Development Control Highways and the Travel Plan team), public transport operators and community representatives.
- 10.6 HCC require fees for the evaluation and monitoring of Travel Plans based on the size of the development. The fees reflect the amount of local authority officer time required to evaluate the initial plan, assess the monitoring data and participate in review and agreement to any amended plan in the future:

Size of development	Initial evaluation fee	Subsequent evaluation fee	Annual monitoring fee	5 years of annual monitoring	Additional monitoring
Modest	£750	At cost	£1,000	£5,000	Years 7 and 9
Major	£1,500	At cost	£3,000	£15,000	Years 7, 9, 12 and 15

Travel Survey

- 10.7 A minimum 35% response rate must be attained in order for travel questionnaire surveys to be considered statistically significant. If this cannot be achieved, then discussions will take place with HCC regarding carrying out TRICS SAM or ATC surveys.
- 10.8 An incentive will be provided to encourage residents to complete a questionnaire travel survey, e.g. entry into a prize draw could be offered to those who complete a survey. As advised by HCC in pre-

application discussions it is noted that the prize should not be travel-related (e.g. bus tickets, cycle vouchers, etc).

10.9 A sample questionnaire survey should include the following questions:

1. How do you usually travel to work?
2. Which method of travel to work do you occasionally use instead of your usual form of travel?
3. How far do you travel to work?
4. Would any of the following changes encourage you to cycle to work? (Y/N)

If YES, please tick the option you think would be most effective:

- ☐ Improved cycle paths on journey to work;
- ☐ Improved cycle storage facilities;
- ☐ Arrangements to buy a bicycle or accessories at a discount;
- ☐ (Other reasons to be added as required)

5. Would any of the following changes encourage you to use public transport? (Y/N)

If YES, please tick the option you think would be most effective:

- ☐ More frequent bus services;
- ☐ More direct bus services;
- ☐ Better lighting at bus shelters and/or on footpaths;
- ☐ Discount tickets or passes;
- ☐ Better public transport timetable information.

Complete questions 6 to 10 if you usually travel by car to get to work.

6. What is your main reason for using a car to get to work?
 - ☐ Car required to perform job;
 - ☐ Dropping/collecting children;
 - ☐ Lack of alternative;
 - ☐ Convenience.
7. If you travel to work by car, would you be prepared to car share? (Y/N)

Delivery and Enforcement

10.10 Planning obligations are the appropriate mechanism for securing an effective TP. This is because obligations:

Allow for a greater level of detail to be agreed than could reasonably be achieved by a planning condition;

Provide the only mechanism which enables financial contributions to be secured, such as contributions towards travel plan assessment or monitoring;

Better support the need to secure specific outcomes and targets as a basis for the travel plan.

- 10.11 Travel plans should be secured via Section 106 agreements (a legal document, executed as a deed, made pursuant to Section 106 of the Town and Country Planning Act 1990) in order to ensure that all the key elements of the approved travel plan are effectively protected and to facilitate monitoring and compliance with the outcomes anticipated.
- 10.12 The local authority reserves the right to observe the monitoring or request (at the developer/occupiers' cost) an independent audit of the information collected. In addition to this, the local authority will carry out random monitoring of up to ten sites per year. This will be done via a traffic count and vehicle occupancy count or other suitable method. If the results collated by the local authority are dissimilar to those submitted by the developer/organisation, the two parties will meet to discuss a suitable way forward. Further surveys may be carried out with input from both the local authority and the developer/organisation to ensure that both parties accept the results obtained.
- 10.13 The Section 106 Agreement will therefore also include sanctions to ensure that failure to deliver agreed measures/outcomes (within the control of the developer) can be remedied. These sanctions can take a number of forms as set out below:
- payments to the County Council to implement agreed measures/targets contained within the travel plan which have not been implemented (this could include marketing/promotional materials in addition to infrastructure works);
 - the implementation by the developer of specified 'works' that are expected to remedy the failure to achieve agreed measures/targets or to implement the measures/targets agreed;
 - specified payments by the developer to meet the Council's cost of taking action to achieve the agreed measures/targets; and
 - a restriction on the build out or occupation of the development in the event that the travel plan fails to achieve agreed measures/targets or to implement the measures/targets agreed.
- Sanctions will ensure that developers do not just agree to measures / targets in their travel plans but actually undertake to implement them.
- 10.14 Remedial measures will be agreed with the highway authority at detailed application stage.

11 Action Plan

11.1 This section draws together the proposed actions for the Travel Plan implementation.

Action	Timescale	Responsibility	Cost Estimate	Status
Appointment of Travel Plan Coordinator (TPC)	3 months before launch of the TP	Developer	£3,200 per annum	
Share TPC contact details with HCC Travel Plan Team	Within 1 month of occupation of the site	Developer	-	
Obtain up to date information on local walking routes	Before launch of the Travel Plan	TPC	-	
Obtain up to date information on local cycle routes and cycle maps	Before launch of the Travel Plan	TPC	-	
Obtain up to date information on local bus / rail stops, routes, services and frequencies	Before launch of the Travel Plan	TPC	-	
Obtain up to date information on local taxi services and car sharing schemes	Before launch of the Travel Plan	TPC	-	
Implementation of all transport infrastructure	Construction	Developer	TBC	
Ensure committed physical infrastructure is completed to agreed specification	Construction	Developer	-	
Compile Resident Travel Pack	Before occupation of site	TPC	Approx. £2,000	
Bespoke website	Before occupation of site	TPC	Approx. £3,000	
Distribute Resident Travel Packs to all occupiers of the dwellings on their first occupation (update as necessary if required prior to distribution)	On occupation of each dwelling	TPC	Admin fee	
Initial post-occupation travel surveys to be undertaken	Within 3 months of 90% occupation of all dwellings	TPC	Approx. £1,000	
Undertake monitoring (travel questionnaire and ATC), compile monitoring report and submit to HCC	Years 1, 3 and 5	TPC	Approx. £2,500	
Snapshot survey (ATC only as a snapshot of vehicle numbers) to be undertaken and submitted to HCC	Years 2 and 4	TPC	Approx. £1,500	



Civil Engineering - Transport Planning - Flood Risk

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