



CHALCROFT BUSINESS CENTRE

WORKPLACE TRAVEL PLAN

FIP WEST END LTD

NOVEMBER 2023

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1. INTRODUCTION

- 1.1. This Travel Plan, prepared by PFA Consulting on behalf of FIP West End Ltd, is an update of that produced and approved for planning applications Ref: F/18/83945 and F/20/89518, with funding secured in the Section 106 agreement, for the redevelopment of part of Chalcroft Business Park, which received planning permission on 12 March 2020. This Travel Plan is submitted in support of a an outline planning application for development proposals on land to the southeast of Chalcroft Business Park, Burnetts Lane, West End, Southampton.
- 1.2. The site is allocated in the Eastleigh Borough Local Plan (2016-2036) under policy WE2 for employment development, and located to the southeast of Chalcroft Business Park, as indicated on **Figure 1.1**.

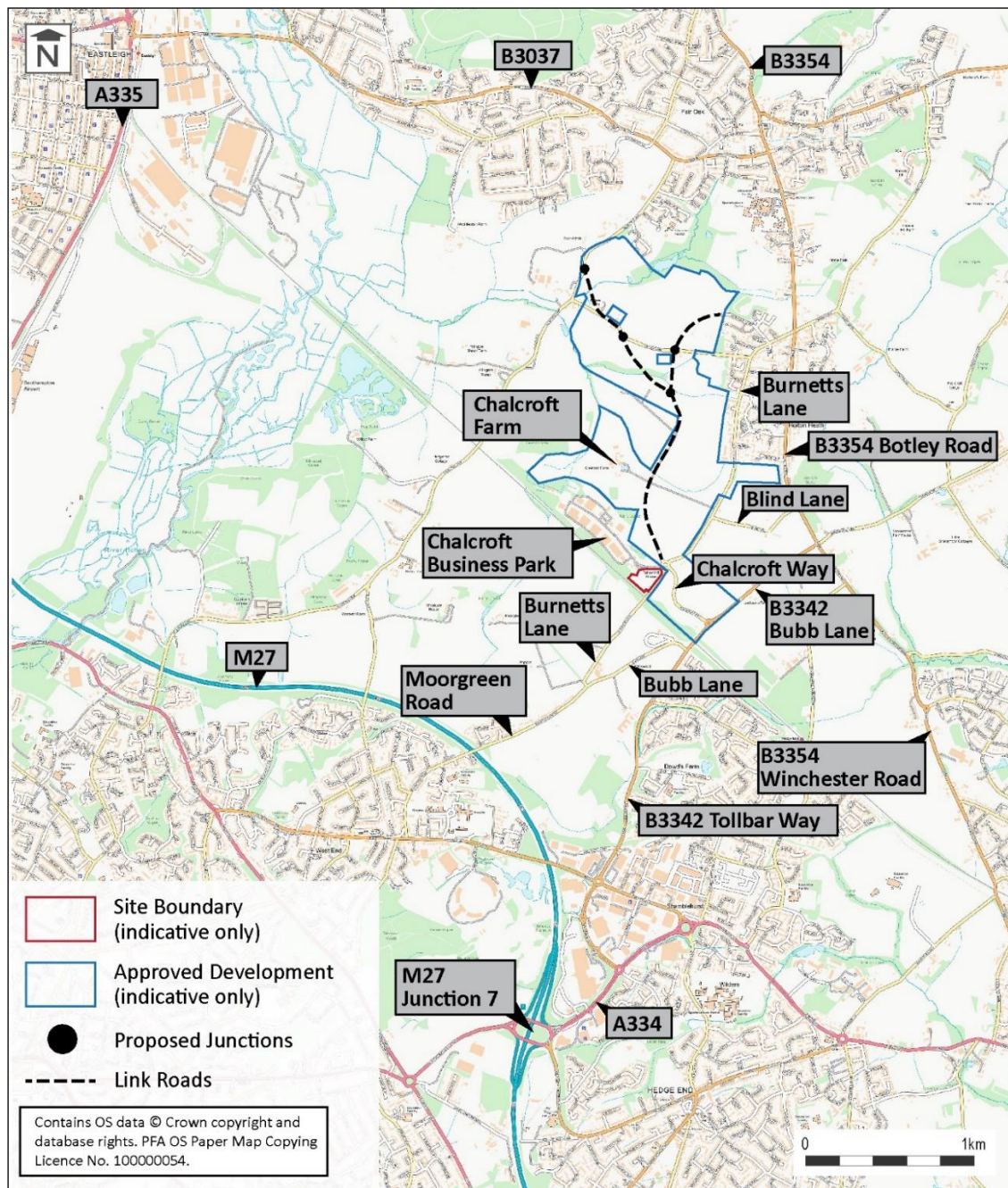


Figure 1.1: Site Context Plan

Development Proposal

- 1.3. The development proposal is an outline application for up to 4,130sqm of commercial floorspace (Use Classes E(g)(ii), (iii) and B8) to include farm shop (Use Class E(a)) of up to 327sqm, parking and yard areas (including accessible spaces), landscape buffers and acoustic mitigation. Formation of vehicular and pedestrian access to Estate road (access not a reserved matter). A potential development layout is reproduced in **Appendix A**.
- 1.4. The Travel Plan aims to reduce single occupancy vehicle trips to and from the site and promote alternative, more sustainable modes of travel. The Travel Plan will address employee commuting to and from work along with business travel during the day. Visitor and delivery movements will also be managed through the Travel Plan.

Chalcroft Business Park Background

- 1.5. Chalcroft Business Park was originally developed as a Royal Navy victualling depot during the 1950, and as such would not have required formal planning permission. Once this use ceased in the 1990s, during discussions about the potential future use Eastleigh Borough Council confirmed that the site had an existing use for storage and distribution (Class B8), with the other buildings ancillary to this. Since then a number of individual planning applications have been submitted for change of use, but there has been no comprehensive planning application and no requirement for a Travel Plan prior to the approval of application Ref: F/18/83945 (see below).
- 1.6. Chalcroft Business Park have previously received planning permission for the following:
- F/18/83945 – Owton’s Butchery (2,064sqm) and Commercial floor space (6,420sqm)
 - F/20/89518 – Unit 19
- 1.7. Owton’s Butchery has been constructed and is operational, whilst the associated commercial floor space is currently subject to reserved matters, as such has not been constructed. The extension to Unit 19 has also yet to be constructed.
- 1.8. The Section 106 legal agreement for F/18/83945, dated 12 March 2020 included a cycleway financial contribution of £100,000 for a foot/cycleway link from Eastleigh to Hedge End in line with Policy S13 of the draft Eastleigh Local Plan (policy S12 of the adopted Local Plan). A financial contribution of £222,926 was also secured towards improvements to the Bubb Lane/Tolbar Way junction.

Planning Context

- 1.9. In recent years significant development has been approved west of Horton Heath, in the vicinity of Chalcroft Business Park. ‘Land West of Horton Heath and Chalcroft Farm’ (Ref: O/14/75735) has been approved for 950 dwellings, employment, education, retail and community uses, whilst ‘Land to the North West of Horton Heath’ (Ref: O/16/79354) has been approved for 450 dwellings.
- 1.10. The area of land taken up by the above two development sites is shown outlined in blue in Figure 1.1. The specific benefit to Chalcroft Business Park is that a new link road connecting the B3342 Bubb Lane / Tollbar Way and Burnetts Lane has been provided as identified in paragraph 1.6. The link road continues north through the two Horton Heath development sites, and this section is under construction.
- 1.11. The link road has improved access to Chalcroft Business Park, reducing impact on other local roads, specifically with respect to HGV traffic, and has/will also enable significant improvements to access by non-car modes of travel.

Site Accessibility

- 1.12. Chalcoft Business Park is accessed from the Burnetts Lane roundabout, as provided as part of the Horton Heath strategic developments. To the north, Burnetts Lane leads to the B3354 at Horton Heath. To the southwest Chalcroft Way has a junction with Bubb Lane; Bubb Lane leads to the B3342 Bubb Lane / Tollbar Way, which provides a route to Junction 7 on the M27. The construction of Chalcroft Way has provided a shared foot/cycleway to connect the Business Park/the site with the wider pedestrian and cycle network along Tollbar Way and beyond. As mentioned above, the Horton Heath development will provide further links for pedestrians and cyclists to the north including connections from the new residential area to the site.

Guidance

- 1.13. This Travel Plan has been prepared in accordance with the National Planning Policy Framework (NPPF), July 2021, and the web-based Planning Practice Guidance: 'Travel plans, transport assessments and statements in decision-taking', March 2014.
- 1.14. The Travel Plan is produced following Travel Plan guidance provided on Hampshire County Councils website (<https://www.hants.gov.uk/transport/developers/travelplans/writeatravelplan>). To ensure the Travel Plan includes all the council's requirements it has been checked for content using the TRACES Template provided in Appendix C of Hampshire County Council's 'A Guide to Development Related Travel Plans', produced in 2009.

2. BASELINE SUSTAINABILITY AUDIT

Introduction

- 2.1. A baseline sustainability audit has been undertaken to identify the accessibility of the site by walking, cycling and public transport. The audit also identifies any current infrastructure on site to encourage and enable travel by these modes. **Figure 2.1** identifies bus stops near to the site, the route of bus service x10, Hedge End Rail Station and 1, 2 and 3km isodistances.

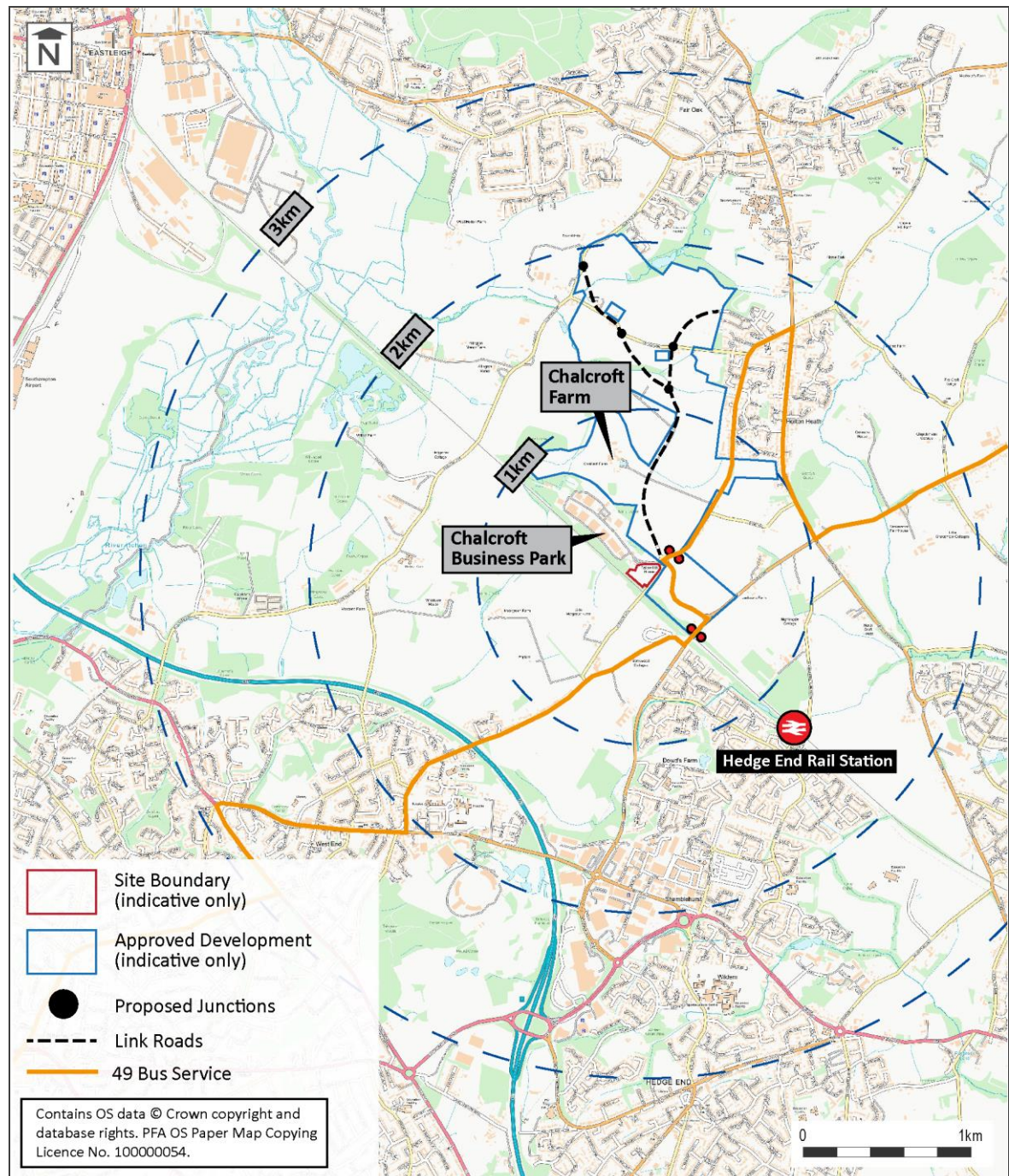


Figure 2.1: Local Transport Connections

Chalcroft Business Park

- 2.2. Chalcroft Business Park currently includes units of varying sizes, between approximately 60sqm and 2,800sqm and all units are currently occupied. There is also a café and takeaway on site. Occupiers of Chalcroft Business Park currently provide employment for approximately 250 staff.
- 2.3. Chalcroft Business Park holds a mix of office and light industry-based businesses and units being used for storage, manufacturing and distribution. The site therefore deals with a large number of movements by HGV for delivery and collection purposes.

Existing On-Site Infrastructure

- 2.4. There is currently widespread car parking throughout Chalcroft Business Park resulting in a mix of official and un-official car parking spaces in excess of 200. There are also large numbers of HGVs and LGVs parked on site in a mix of official and unofficial spaces. No formal motorcycle parking or cycle parking spaces have been identified.
- 2.5. A 2m wide pedestrian footway is present on the northern side of the access road from the roundabout with Chalcroft Way/Burnetts Lane into Chalcroft Business Park. The footway on the southern side terminates at the roundabout crossing point.

Existing Off-Site Infrastructure

Walking and Cycling

Chalcroft Way

- 2.6. A 3m wide shared use foot/cycleway is provided on the eastern side of the carriageway, which will connect with a 3m wide shared foot/cycleway on the eastern side of the Horton Heath link road.
- 2.7. Crossings for pedestrians and cyclists are provided as dropped kerbs crossings at splitter islands on all arms of both the Burnetts Lane and Bubb Lane roundabouts.

Burnetts Lane

- 2.8. In the vicinity of the site the only footway provision is on the eastern side of the carriageway from the old Business Park access, continuing south past residential properties and terminating to the north of the railway bridge. No street lighting is present. Burnetts Lane is subject to a 40mph speed limit in the vicinity of Chalcroft Business Park. Signs are in place restricting usage by vehicles over 7.5 tonnes to loading purposes only. A 3m shared pedestrian/cycle link connects with Chalcroft Way.

Bubb Lane

- 2.9. There are street lit shared use footway/cycleway facilities on Bubb Lane in the vicinity of the crematorium at the junction with the B3342. From this point west to the junction with Burnetts Lane the road is subject to the national 60mph speed limit and there are no formal facilities for pedestrians or cyclists.

Moorgreen Road

- 2.10. To the south of the Burnetts Lane junction, there are no formal facilities for pedestrians or cyclists on Moorgreen Road for approximately 125m. From this point, the road is subject to a 30mph speed limit and a footway is provided on the northern side of the carriageway along Moorgreen Road toward West End.

B3342 Bubb Lane / Tollbar Way

- 2.11. A shared use footway/cycleway is provided along the south eastern side of the B3342 Bubb Lane. This continues along the eastern side of the road where the B3342 Bubb Lane becomes the B3342 Tollbar Way. This facility then connects to a series of other shared use footway/cycleway facilities within Hedge End. The road is subject to 40mph speed restrictions.

Footway and Cycleway Improvements

- 2.12. Further improvements to be provided by 'Land West of Horton Heath and Chalcroft Farm' and 'Land to the North West of Horton Heath' are summarised below.
- 2.13. North of Chalcroft Business Park, a footway/cycleway will be provided within a linear park behind the existing hedgerow on Burnetts Lane, with a short section of footway to link this path with the existing footway provision to the south of Barley Fields on the southern edge of Horton Heath.
- 2.14. The Section 106 legal agreement for application F/18/83945 at Chalcroft Business Park, dated 12 March 2020 included a cycleway financial contribution of £100,000 for a foot/cycleway link from Eastleigh to Hedge End in line with Policy S13 of the draft Eastleigh Local Plan (policy S12 of the adopted Local Plan).

Public Rights of Way

- 2.15. There is also a network of public footpaths off site which provide connections in Horton Heath and West End. These include:
- Footpath 3 – North of Chalcroft Business Park between Burnetts Lane and Allington Lane
 - Footpath 4 – South of the railway line between Moorgreen Road and Allington Lane
 - Footpath 8 – Between Burnetts Lane and the B3342 Tollbar Way
 - Footpath 13 – South of the railway bridge on Burnetts Lane to Bubb Lane

Public Transport

- 2.16. A bus stop is located on Burnetts Lane, opposite the access road to Chalcroft Business Park. The bus stop is served by bus service 49 which routes between Hedge End and Bishops Waltham. This service began in April 2023, replacing the previous X9 and X10 services. Services are provided on a weekday, with a single service towards Hedge End stopping at 11:42, and two services towards Bishops Waltham, stopping at 13:44 and 16:19.
- 2.17. Further bus services will be accessible through the development of the remainder of the new link road for the two Horton Heath developments.
- 2.18. Hedge End Railway Station is located to the south east of Chalcroft Business Park within 2km walking/cycling distance of the site. The station serves trains operated by GWR and South Western Railway. Hedge End Railway Station benefits from 26 sheltered cycle parking spaces provided through Sheffield Stands and 5 cycle lockers.
- 2.19. Hourly train services are provided from Hedge End direct to London Waterloo and half-hourly services to Portsmouth Harbour.
- 2.20. Approximate rail journey travel times from Hedge End Station to key destinations are as follows:
- London Waterloo - 90 minutes
 - Portsmouth Harbour – 45 minutes

Local Facilities

- 2.21. Chalcroft Café & Takeaway is located within Chalcroft Business Park, with a new café building being provided as part of the consented development (Ref: F/18/83945).

- 2.22. In addition, the new Horton Heath development will provide a local centre and amenities within walking distance of the site. This will help reduce car travel off the site during the working day.

Staff Travel Survey

- 2.23. In order to establish targets for the reduction of single occupancy vehicles a Survey will be undertaken of staff currently employed at the businesses within Units 10-15 of Chalcroft Business Park, which are to be relocated to Phase 1 (Ref: F/18/83945). The survey will ask employees how they currently travel and consult them on what improvements could be made to encourage them to travel in more sustainable ways (if required). An example of a staff survey is provided at **Appendix B**.
- 2.24. In the interim, prior to any staff surveys being carried out, it is assumed that most staff travel by private vehicle to Chalcroft Business Park. This is due to the current lack of a Travel Plan and restrictions to sustainable travel options to the site due to proximity to residential areas and lack of an appropriate frequent bus service. Although some may car-share, walk or cycle, particularly following the construction of Chalcroft Way and associated pedestrian/cycle improvements, allowing access to residential areas east of Tollbar Way.
- 2.25. Currently the recently implemented 49 bus service is not viable to use as a means of access for employees due to frequency and operational times, therefore restricting access by bus until new services are implemented along the new link road for the two Horton Heath developments.
- 2.26. As Chalcroft Business Park/the site is located 1km outside existing residential areas it reduces the likelihood of employees walking, though significant residential areas are located within a reasonable walking distance, and even greater areas within a reasonable cycling distance. Coupled with recent pedestrian/cycle improvements allowing Chalcroft Business Park/the site to be accessed along lit shared foot/cycleways this opens up the opportunity for employees to walk or cycle to the site.

3. AIMS AND OBJECTIVES

- 3.1. The aim of the Travel Plan is to reduce the proportion of single occupancy vehicle trips to and from the site, and to increase the proportion of trips being made by sustainable modes of transport.
- 3.2. The objectives of the Travel Plan are:
- To encourage businesses on site to produce their own Travel Plan Statements
 - To promote new cycle parking, other on-site facilities, and cycle links to the site from the local areas
 - To promote journeys on foot to / from local residential areas.
 - To promote bus and train travel to and from the site (and multi-modal travel where possible)
 - To encourage car sharing to and from the site
 - To minimise the traffic impacts of the proposed development on local roads
 - To ensure that HGVs only travel to/from the site on appropriate routes

4. TARGETS

- 4.1. Current modal split for the journey to work in the area of the site has been obtained from the 2011 Census. The results are summarised in **Table 4.1**.

Table 4.1: Method of Travel to Work – MSOA Eastleigh 009

Method of Travel to Work	%
Car Driver	76%
Car Passenger	6%
Motorcycle	1%
Rail	1%
Bus or coach	4%
Bicycle	3%
On Foot	8%
Other	1%
Total	100%

Note: For MSOA Eastleigh 009

- 4.2. At present 76% of employees drive to work in the area, perhaps reflecting the limited choice of sustainable transport modes available at present, as discussed in Section 2.
- 4.3. The reduction of single occupancy car trips is the key objective of the Travel Plan. There is currently a lack of sustainable travel options to Chalcroft Business Park. However, there is potential to decrease the proportion of trips taken by single occupancy private vehicle, as a result of the improvements to be provided in association with the 'Land West of Horton Heath and Chalcroft Farm' and 'Land to the North West of Horton Heath' developments.
- 4.4. **Table 4.2** shows the initial target reductions in travel by private car, and initial target increases in travel by more sustainable modes of transport.

Table 4.2: Modal Split Targets

Method of Travel to Work	1 st Year (baseline)	3 rd Year	5 th Year
Car Driver	76%	70%	66%
Car Passenger	6%	7%	8%
Motorcycle	1%	1%	1%
Rail	1%	2%	3%
Bus or coach	4%	5%	5%
Bicycle	3%	5%	6%
On Foot	8%	9%	10%
Other	1%	1%	1%

- 4.5. The modal share targets have been set with the presumption that infrastructure associated with the adjacent developments has been delivered. This infrastructure, such as safe cycling and walking routes and improved public transport services, is imperative to the ability to promote sustainable travel to and from the development. Should delays occur in the delivery of infrastructure and targets consequently appear unachievable, the targets will be reviewed in consultation with HCC.
- 4.6. The targets show the greatest decrease in mode share in 'Car Driver', the most unsustainable mode of transport. The greatest increases in mode share are seen in rail, bicycle and walking. At

the time of the 2011 Census there were no safe walking or cycling routes to the site so the recent construction of these will help enable local residents to walk and cycle to work at Chalcroft Business Park/site. The construction of Chalcroft Way with pedestrian and cycle facilities also shorten the distance to Hedge End Railway station, bringing it within 1.6km of the site. This enables promotion of train travel.

- 4.7. The targets will be revised as appropriate following the baseline survey (see paragraph 2.23), and to reflect the introduction of additional sustainable travel options associated with development elsewhere in the Horton Heath area.

5. TRAVEL PLAN MEASURES

Introduction

- 5.1. The focus of measures in respect of the Travel Plan is on providing the information, infrastructure and management support to ensure that the Travel Plan can be as effective as possible in reducing car driver mode share.

Travel Information Pack

- 5.2. A Travel Information Pack is to be produced, and issued to all employees. The pack is expected to include the following:
- Information on walking routes to the site and to local facilities;
 - A cycle map of the local area;
 - Information on the location of cycle parking facilities within the development;
 - Information on bus services operating in the vicinity of the development including service timetables, season ticket costs and connections with other public transport services;
 - Information on the government Cycle to Work scheme;
 - Information on Hants Carshare; and
 - A list of local taxi service providers and their contact details.
- 5.3. The Travel Information Pack will need to be regularly updated by the Travel Plan Co-ordinator (TPC) (see Section 7), and will reflect the changing travel conditions as the development is constructed and off site measures associated with the nearby Horton Heath developments are implemented.

Visitors to the Site

- 5.4. Information will be provided on the Chalcroft Business Park website 'Find Us' page on how to access the site. This information will cover sustainable means of accessing the site (on foot and by bike, bus, train and taxi) as well as by private vehicle, with the sustainable modes promoted first. As part of the site Travel Plan, businesses situated within the relevant part of the Business Park will also be required to display this information on their website.
- 5.5. The availability of this information will be pointed out to potential employees travelling for interview.

Walking and Cycling

- 5.6. The site access will connect to the existing shared pedestrian/cycleway between Burnetts Lane and Chalcroft Way (which subsequently connects to wider shared pedestrian/cycle routes) by means of widening the existing footway on the southern side of Burnetts Lane roundabout to a 3m shared pedestrian/cycleway, and then continuing this into the site.
- 5.7. Dropped kerbs and tactile paving will be installed at the access as required, and level access will be provided from the car park to the entrances to the new units in order to assist those with mobility difficulties.
- 5.8. In addition to the above, the following measures are proposed to encourage walking and cycling:
- provide cycle parking;
 - TPC to establish a forum for employee travel issues;
 - TPC to liaise with local bike shop to establish if a discount can be obtained;
 - TPC to promote the cycle to work scheme; and
 - provide walking and cycling maps as part of the Travel Information Pack.

- 5.9. Cycle parking will be provided in line with the standards in the draft Eastleigh Parking Standards SPD (July 2023) in suitable locations within the development. The cycle parking is expected to be in the form of covered Sheffield stands conveniently located in relation to building entrances for short stay (visitors) and within buildings for long stay (employees).
- 5.10. Employers will be given information about the benefits of the Government's Cycle to Work Scheme and encouraged to enrol the company in the scheme. The 'Cyclescheme' is an employee benefit that saves employees 25-39% on a bike and accessories, encouraging them to cycle to work. Employees pay nothing upfront and the payments are taken before tax from their salary by the employer.
- 5.11. Initial discussions have been undertaken with local cycle shops, and correspondence is reproduced at **Appendix C**. The shops have confirmed that they will be pleased to assist in promoting cycling at Chalcroft Business Park.

Public Transport

- 5.12. To encourage public transport use, public transport maps, timetables and ticket costs (daily weekly and monthly) will be provided as part of the Travel Information Pack. The TPC will also liaise with local bus providers with the aim of negotiating discounted season tickets to offer to employees based on the site.
- 5.13. Such information and discussions with local bus providers would be provided/undertaken following the operation of new bus services as part of the Horton Heath developments.
- 5.14. Multimodal transport will be promoted where possible; initiatives such as Plusbus and the use of folding bikes on public transport will be encouraged.
- 5.15. Public transport users will be provided with a guaranteed ride home in emergency situations.

Breeze App

- 5.16. Launched in 2022, a new Mobility-as-a-Service (MaaS) platform called Breeze connects public transport and shared mobility services across the Solent Region in one app. The app features route planning (for a combination of modes of travel), ticketing and vehicle hire to transform how residents and visitors travel around the Solent region. The Breeze for Business website address is <https://breezeuk.app/breeze-for-business/#business-my-organisation> The Travel Plan Co-ordinator will publicise the Breeze app.

Reducing Private Vehicle Usage

Car share

- 5.17. The Hants Carshare site enables registered users to match up with others making similar trips and share their journey with them to their workplace. Its aim is to maximise people's travel options whilst also reducing the number of cars on the roads, thereby cutting pollution, saving money and protecting the environment. The website address is <https://liftshare.com/uk/community/hants> . The Travel Plan Co-ordinator will publicise this website.
- 5.18. Car sharers will be provided with a guaranteed ride home in emergency situations.

Car Clubs

- 5.19. Information will be provided regarding the Car Clubs available within the area (Co-Wheels and Enterprise Car Club) as part of the Travel Information Pack.

Taxis

- 5.20. A list of local taxi service providers and their contact details will also be provided as part of the Travel Information Pack.

Scooters/Motorcycles

- 5.21. Designated parking spaces for scooters and motorcycles will be provided.

Electric Vehicles

- 5.22. In line with the draft Eastleigh Parking Standards SPD (July 2023), 20% of parking spaces will have active provision for electric vehicle charging and a further 20% have passive provision.

Working Practices

- 5.23. Businesses will be encouraged to adopt “smarter” working practices where possible. The benefits of flexible working include:
- Enables employees to arrange their working hours around public transport timetables;
 - Avoids the need for all employees to travel during the peak hours; and
 - Allows employees to adjust their working hours to cater for out-of-work commitments, such as childcare.

Access for the Mobility Impaired

- 5.24. Level access is to be provided from the disabled spaces located in proximity to the entrances to the new units. The access routes around the units and from the disabled car parking bays will be wide enough for persons to pass each other and there will be tactile paving identifying any hazards along disabled access routes.
- 5.25. The overall finish of pedestrian walkways associated with the new units will be in contrast to that of the car park trafficked areas and roads.
- 5.26. An accessible unisex disabled W.C will be provided for use by disabled visitors and staff.

HGV Routing

- 5.27. HGVs accessing and exiting Chalcroft Business Centre, will be advised to use the approved HGV Route, to ensure that HGV's do not use local roads, particularly Burnetts Lane, Meadowsweet Way and Blind Lane.
- 5.28. An HGV Route sign displaying the route will be erected and maintained next to the security barrier at the entry/exit to the Business Park. The HGV Route plan will also be included in the Travel Information Pack.
- 5.29. Chalcroft Business Centre will include in any future tenant's lease/licence the requirement that that the tenant/occupier will advise drivers of the HGV Route.

6. MONITORING AND REVIEW

General

- 6.1. The Travel Plan is a flexible document that will evolve as the development is constructed and occupation take place. It will need to be revised in order to maintain its effectiveness in response to monitoring and review.

Monitoring

- 6.2. In order to review the progress of the Travel Plan, there is a need to monitor travel patterns to ascertain whether there has been a shift to alternative modes of transport. It is therefore proposed that travel surveys will be undertaken on an annual basis for 5 years following occupation of Phase 1 (Ref: F/18/83945), or as otherwise agreed with Hampshire County Council. The first survey (following the baseline survey) will be undertaken once unit occupancy of Phase 1(Ref: F/18/83945), exceeds 50%.
- 6.3. The monitoring travel surveys will be organised by the Travel Plan Co-ordinator (see Section 7). The method for the monitoring surveys will be agreed in advance with Hampshire County Council and the results will be made available to Hampshire County Council within one month of the completion of each survey.
- 6.4. The aim will be for the monitoring travel surveys to achieve a minimum response rate of 35% of employees. To encourage this, all responses will be entered into a prize draw; the prize will be selected to be attractive to all potential respondents (for example a supermarket gift card).
- 6.5. There will also be annual counts of cycle parking usage and monitoring of the usage of the electric vehicle charging point. These will establish whether the introduction of this infrastructure has led to an increase in uptake of cycling and usage of e-vehicles.

Review

- 6.6. The Travel Plan Co-ordinator will compile the results of the surveys and prepare a monitoring report setting out the findings and how they relate to the results of previous surveys and the targets. The report will also set out the measures that have been implemented since the last report and any additional measures to be implemented before the next report. The report will be submitted to Hampshire County Council for review. This will be the opportunity for any amendments to the Travel Plan to be made.

Monitoring Fees

- 6.7. Hampshire County Council charges fees for the monitoring of travel plans for the first 5 years from the date of commencement of the development. The fees are set out on the Hampshire County Council website (<https://www.hants.gov.uk/transport/developers/travelplans/assessment>). The fees for a modest and a major development are summarised in **Table 5.1** below.

Table 5.1: Table of Fees

Size of Development	Annual Monitoring Fee	Cost of 5 Year Annual Monitoring	Additional Monitoring
Modest Development	£1,000	£5,000	Years 7 and 9
Major Development	£3,000	£15,000	Years 7,9,12 & 15

Notes: Source: <https://www.hants.gov.uk/transport/developers/travelplans/assessment>

- 6.8. Hampshire County Council's website comments that monitoring beyond 5 years will be agreed as part of the plan, and will normally be less frequent than the first 5 years. In this case it is proposed that further monitoring takes place in years 7 and 9 from the baseline survey, if targets are not met in year 5.
- 6.9. The developer is committed to paying the approval fee and monitoring fees. The development is for partial redevelopment of an existing business park, and for these purposes is considered modest. The fees will be secured via a S106 Agreement.

Steering Group

- 6.10. A steering group will be set up to include the Travel Plan Coordinator, HCC Travel Plan officer, appropriate officer from Eastleigh Borough Council (EBC) employer representatives and any other appropriate party. The group will co-ordinate the dissemination of information and address any travel-related issues.

Long Term Monitoring

- 6.11. A legacy will be established to ensure that even after the Travel Plan monitoring period staff are supported and encouraged to continue travelling sustainably. Groundskeepers will be responsible for the regular maintenance of the cycle parking areas to ensure they remain in a good condition and are attractive to use. Companies will continue to promote cycling to work through the government's 'Cycle to Work' scheme. 'Travel Champions' will be established within businesses where appropriate to promote sustainable travel and act as a main contact for any travel-related issues. Travel Champions will also act as the point of contact from which Travel Plan officers from HCC contact and provide information to disseminate within the Business Park.

Remedial Strategy

- 6.12. In the event that the Travel Plan is shown to be underachieving a remedial strategy needs to be outlined, which considers measures to help get the Travel Plan 'back on track'. Remedial measures are intended to achieve modal shift and mitigate the impact of any under achievement in meeting targets.
- 6.13. A set of potential remedial measures, to be triggered in the event that measures mentioned above fail to meet the required Travel Plan targets, could include the following:
- Extend appointment of Travel Plan Co-ordinator and monitoring for up to year 9;
 - More active marketing and promotion of sustainable travel information;
 - Offer discounts on the purchase of a bike and equipment, or a travelcard; and
 - Offer Personal Travel Planning to employees.
- 6.14. The remedial measures are different to the Travel Plan measures; and the exact nature of what, if any, remedial measures are required will be identified through the monitoring and review process.

7. TRAVEL PLAN MANAGEMENT

Appointment of Travel Plan Co-ordinator

- 7.1. It will be the responsibility of the developer to ensure the appointment of a Travel Plan Co-ordinator (TPC) for Chalcroft Business Park.

Travel Plan Co-ordinator Role

- 7.2. The Travel Plan Co-ordinator has a critical role in ensuring that the Travel Plan is implemented, managed, monitored and reviewed over time. The TPC will co-ordinate the on-going development and management of the Travel Plan, including further measures, raising awareness, monitoring and review. The TPC will be in place for a minimum of 5 years following occupation.
- 7.3. The role of the Travel Plan Co-ordinator will include:
- Acting as a point of contact for all parties;
 - Liaison with HCC/EBC in implementing the Travel Plan;
 - Liaison with, and support of, employees in implementing the Travel Plan; and
 - Submission of monitoring reports to HCC/EBC.
- 7.4. The TPC will also work in partnership with other local residential areas/businesses which are developing their Travel Plans. This will include Chalcroft Business Park, “Land West of Horton Heath and Chalcroft Farm” and “Land to the North West of Horton Heath”. It will be the role of the TPC to establish contact with the relevant persons on such sites and work with them to progress Travel Plans in tandem as appropriate.

Funding of the Travel Plan

- 7.5. The Travel Plan, the TPC and measures involved in the Travel Plan will be funded by the developer for the duration of the plan (5 years from first occupation), and any remedial measures. This will be secured through a Section 106 agreement.

Potential Costs of the Travel Plan

- 7.6. The developer is committed to pay the HCC Travel Plan approval fee of £1,500, and monitoring fees of £1,000 (for a modest development) a year for 5 years, totalling £5,000. An indication of potential Travel Plan costs has been provided in **Table 7.1**.

Table 7.1: Indicative Travel Plan Costs

Management/Monitoring of Travel Plan	Costs Per Year	Total
Travel Plan Coordinator	£1,500	£7,500
Revisions to Travel Plan (Years 1, 3 and 5)	£500	£1,500
Travel Plan Monitoring Surveys (Baseline survey and Years 1 -5)	£2,000	£12,000
Monitoring Reports for each travel survey	£1,000	£6,000
Travel Plan Marketing Budget	£500	£2,500
Travel Plan Measure	Costs Per Employee	Total
Travel Information Pack	£15	£1,500
Personal Travel Planning (Remedial)	£20	£2,000
Total		£33,000

Note: Employee numbers estimated at 100

- 7.7. The indicative costs are estimated costs based upon Hampshire County Council’s fees as set out in the website (<https://www.hants.gov.uk/transport/developers/travelplans/assessment>) and on recently approved Travel Plans in the area.

8. ACTION PLAN

- 8.1. To achieve the objectives, there is a need to establish a clear programme for the implementation of the Travel Plan. **Table 8.1** sets out the Action Plan. This Action Plan should be maintained and updated as appropriate by the Travel Plan Co-ordinator to reflect any changes made to the Travel Plan.

Table 8.1: Action Plan

Action / Objective	Measure	Indicator	Responsibility	Timescale
All	Appoint a Travel Plan Co-ordinator	Co-ordinator appointed	Developer	Prior to occupation and for a minimum of 5 years
Support walking and cycling trips	Provide pedestrian/cycle connection to existing network	Planning condition/Highway Agreement	Developer	Before occupation
	Provide suitable walking routes and cycle parking within the development	Approved layout – planning permission	Developer	Before occupation
	Encourage businesses to sign up to Cyclescheme	Recording number of staff acquiring bikes through Cyclescheme	TPC	From occupation and ongoing.
Raise awareness of sustainable travel choices	Travel Information Pack created for all employees, and future employees	Travel Information Pack created and agreed with Hampshire County Council	TPC	Prior to occupation, updated annually
	Liaise with local walking & cycling clubs/shops to include them in Travel Information Pack	Information included	TPC	Before Travel Information Pack publication and updated annually as necessary
	Provide details of bus and rail services in Travel Information Pack	Details included and updated	TPC	Updated annually
	Sustainable travel events coordinated with local and national sustainable travel events	Running of events (e.g. promotion of cycling on Cycle to Work Day)	TPC	At least once a year throughout the Travel Plan period.
	Provide HGV Route plan in Travel Information Pack	Information included	TPC	Upon issue of Travel Information Pack
Maximise proportion of walking, cycling, and public transport	Provide any relevant discounts, information on incentives for cycling, and on season tickets	Provided in Travel Information Pack	TPC	Before Travel Information Pack publication, annually thereafter
Minimise proportion of single occupancy car movements	Provide details of local car share services, Car Clubs and taxi services within Travel Information Pack	Details included in Travel Information Pack	TPC	Updated annually
	Offer guaranteed ride home in emergency to car sharers	Details included in Travel Information Pack	Employers / TPC	Ongoing



Notes

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Other than for the purposes of planning, do not scale these drawings. Use written dimensions only. All dimensions to be checked on site prior to commencement of work.

Ordnance Survey Data

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Site and plot boundaries are shown indicatively only and subject to confirmation.

Area Schedule

New business starter and move-on units:
Gross plot area: 1.8ha / 4.45ac
Gross External Area (building footprints): 4,130sqm. / 44,454sqft.
Site coverage / plot ratio: approximately 25%
Gross Internal Area (building footprints): 3,823sqm. / 41,150sqft.
Allowance for mezzanine offices circa 5% of GIA: 198sqm. / 2,131sqft. (excluding farm shop)
Building height (to haunch): 6-8m (excluding farm shop)
Use Class: E(a),(g)(ii), (iii) and B8
Car parking: 97 spaces (including 9no. accessible)

Detailed area breakdown by building: Gross Internal Areas
Farm Shop 327sqm. / 3,519sqft.
A 169sqm. / 1,819sqft.
B 362sqm. / 3,896sqft.
C 474sqm. / 5,102sqft.
D 913sqm. / 9,827sqft.
E 454sqm. / 4,886sqft.
F 723sqm. / 7,782sqft.
G 401sqm. / 4,316sqft.

Legend

- Approximate site area - 1.8ha
- Client ownership boundary
- Indicative acoustic fence
- Retained tree
- Root protection zone (RPZ)

Proposed Site

CBP - BSL - ZZ - XX - DR - A - 1501 - PL

October 2023

22093: Paddock Development

1:500 @ A1

Chalcroft Business Park

Drawn ER

Client: FIPWEL

Checked TB

Canute Chambers
Canute Road
Southampton
Hampshire
SO14 3AB

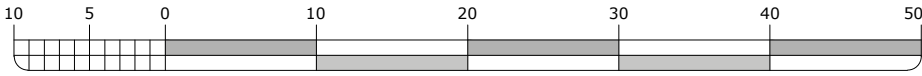
023 8063 1432

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PLANNING



Chalcroft Business Park – Staff Travel Survey

This survey has been designed to help us understand how you travel to work and give you a chance to feedback on what could be done to help give you more options on how to get around.

1. How do you normally travel to work (for the largest part of your journey)?

- ☐ By foot
- ☐ By bicycle
- ☐ By bus
- ☐ By train
- ☐ By scooter/motorcycle
- ☐ driving (with another passenger)
- ☐ driving (alone)

2. For what reasons do you travel this way?

- ☐ cost
- ☐ convenience
- ☐ safety
- ☐ environment
- ☐ health
- ☐ need to make additional journeys before/after work
- ☐ other, please specify

3. Would you like to travel in any other way? (please tick all appropriate)

- ☐ By foot
- ☐ By bicycle
- ☐ By bus
- ☐ By train
- ☐ By scooter/motorcycle
- ☐ By carshare (sharing the journey with a colleague)

☐ None of the above

4. What would encourage you to travel in a greener/healthier way?

- ☐ secure cycle parking
- ☐ showers and lockers at work
- ☐ cycle to work scheme offered by employer
- ☐ safer routes to the site by foot
- ☐ safer routes to the site by cycling (i.e. cycle paths)
- ☐ information on cycling/cycle map
- ☐ improved bus services
- ☐ improved facilities at bus stop
- ☐ improved access from train station
- ☐ information on bus services/ timetables
- ☐ information on car sharing
- ☐ other, please specify

5. What is your home postcode?

.....

6. What are your normal working hours? (e.g. 9am- 5pm)

.....

7. What are your normal working days? (e.g. Monday – Friday)

.....

Thanks for taking part in this survey! We will use this information to help improve your travel to work options. If you'd like to provide any feedback or ask any further questions please get in touch with Chalcroft Business Park's Travel Plan Coordinator:(TBC).....

From: [Paul Key](#)
To: [Team](#)
Subject: RE: W638: Promoting cycle to work at Chalcroft Business Park
Date: 10 August 2023 15:09:00
Attachments: [image004.png](#)

Dave,

Thanks for your swift reply to my enquiry. Since the development hasn't received planning permission yet this is only a preliminary enquiry.

One of my colleagues (Becky Cox) contacted you back in 2018 in relation to something similar to redevelopment of part of the existing Chalcroft Business Park. Development of this has been delayed due to Covid, but should start later this year.

We're hoping to encourage businesses to take up the 'Cycle to Work' scheme, but if this is not possible we will encourage the developer to contribute to a voucher scheme that could be used at local cycle shops. Myself or one of my colleagues will get in touch again in the future when we are able to take this forward.

Regards

Paul Key BSc (Hons) CMCILT MCIHT MTPS
Principal Transport Planner
Please note my working days are Monday - Thursday



[Transport Planning / Highways & Infrastructure Design / Flood Risk & Water Management](#)

PFA Consulting Ltd, Stratton Park House, Wanborough Road, Swindon SN3 4HG

T: 01793 828000



PFA Consulting Ltd
Company Registered in England 03871018.
Registered address as above.

From: Team [mailto:team@hubcycleworks.co.uk]
Sent: 10 August 2023 10:13
To: Paul Key
Subject: Re: W638: Promoting cycle to work at Chalcroft Business Park

Paul,

Thanks for the enquiry. Yes we would welcome the opportunity to work with you on promoting sustainable travel. Do you have any ideas of what it may look like?

Cheers
Dave

On 10 Aug 2023, at 09:38, Paul Key wrote:

Dear Sir/Madam,

I'm currently working on a proposed extension to Chalcroft Business Park on Burnett's Lane, West End, Southampton. As part of the planning permission we are required to promote access to the development by sustainable modes of transport, such as by bike.

I am getting in touch to see whether it would be possible to work with yourselves in the future as part of the Travel Plan to promote cycling to work, in particular would it be possible to offer a store discount to Chalcroft staff or some incentive of a similar nature?

Regards

Paul Key *BSc (Hons) CMCILT MCIHT MTPS*
Principal Transport Planner
Please note my working days are Monday - Thursday
<image001.jpg>

Transport Planning / Highways & Infrastructure Design / Flood Risk & Water Management

PFA Consulting Ltd, Stratton Park House, Wanborough Road, Swindon SN3 4HG

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<image002.png>

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