

Workdry Ltd New Headquarters Office Building Bournemouth Road, Chandlers Ford Travel Plan 2026-2031

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Prepared by:
Julian Hudson MA(Oxon) MSc MSc MCIHT



	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 Portakabin Limited, and on behalf of their client, Workdry Ltd, for development at the following site:

Selwood Ltd
32-36 Bournemouth Road
Chandlers Ford
Hampshire
SO53 3ZL

- 1.2** The proposed development consists of the demolition of an existing two-storey office building on the corner of Bournemouth Road and School Lane, and its replacement with a new three-storey modular Headquarters building comprising a large open-plan collaborative space and eleven meeting rooms, plus a training facility on the ground floor, plus office accommodation on the first and second floors.
- 1.3** Currently, the building to be demolished is vacant, and some of the staff who will be going into the new building are accommodated within a temporary modular building on the site. Following development, the temporary building will be removed from the site.
- 1.4** The proposed development will make use of the existing vehicular access on School Lane in order to enter the ramped vehicle access to the proposed new building, and will reopen an existing vehicular access on the Bournemouth Road frontage, in order to allow vehicles which have entered this area to exit the site, turning left only onto Bournemouth Road.
- 1.5** Scott White and Hookins shall not be liable for the use of this report by any person for any purpose other than that for which the same was produced by Scott White and Hookins.

2.0 Site Audit

2.1 Walking and Cycling

- 2.1.1 Chandlers Ford is a relatively walkable town, as demonstrated in the isochrone map below. The majority of the settlement is within half an hour's walk of the site, as are parts of Eastleigh.

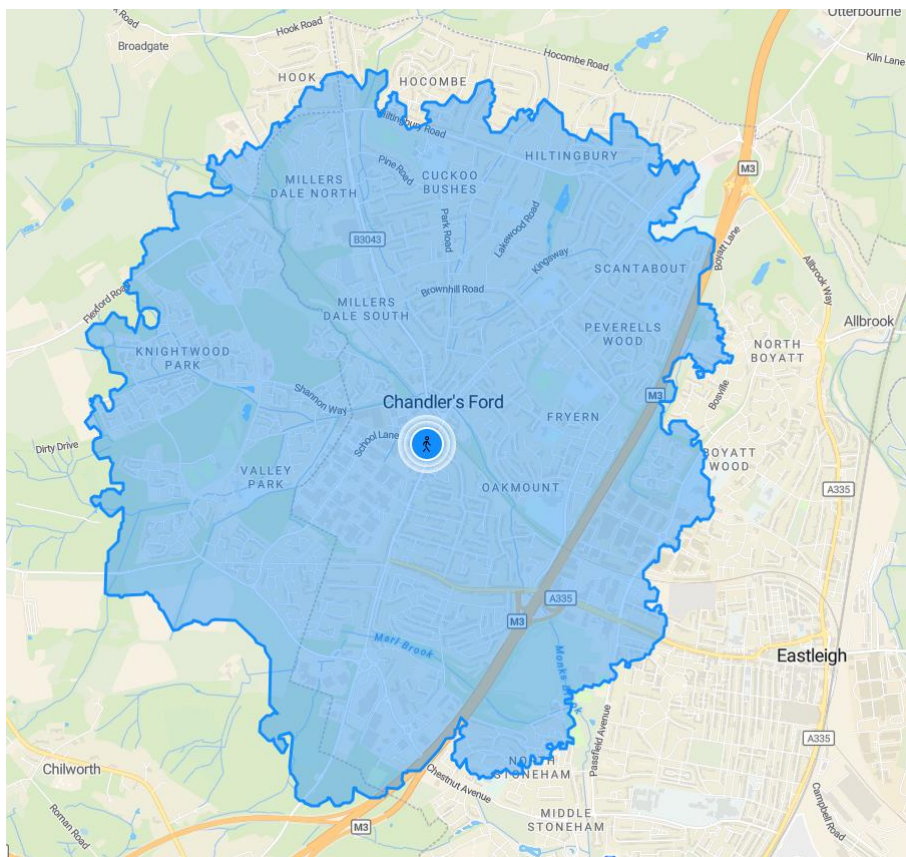


Fig. 1: Walking Isochrone Map (30 minutes)

- 2.1.2 In the immediate vicinity of the site, School Lane and Bournemouth Road both have kerbed pedestrian footways to either side, and the signal-controlled junction between the two roads has dropped kerbs and tactile paving for the benefit of wheelchair users and blind and partially-sighted pedestrians, as well as central refuges on the School Lane and Bournemouth Road (south) arms of the junction.
- 2.1.3 In terms of cycling access, there is a local cycling route between Chandlers Ford Station (160m north of the site) and National Cycle Network (NCN) Route 24 which is separated from traffic, as shown in the map below.

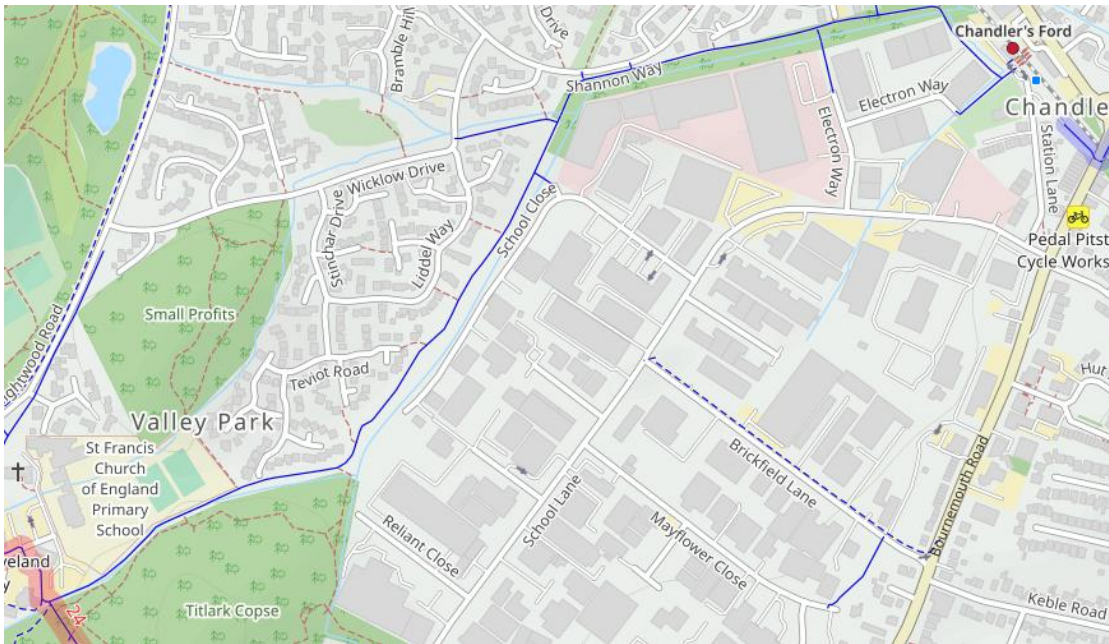


Fig. 2: Local Cycle Route linking Rail Station with NCN24.

- 2.1.4 NCN24 is a long-distance cycling route which links Eastleigh and Romsey via Chandler's Ford; it continues west from Romsey to Salisbury, Warminster and Bath.
- 2.1.5 The cycling isochrone map below shows that locations within 30 minutes' cycle of the site include the northern areas of Southampton, Romsey to the west, Fair Oak to the east, and Shawford to the north.

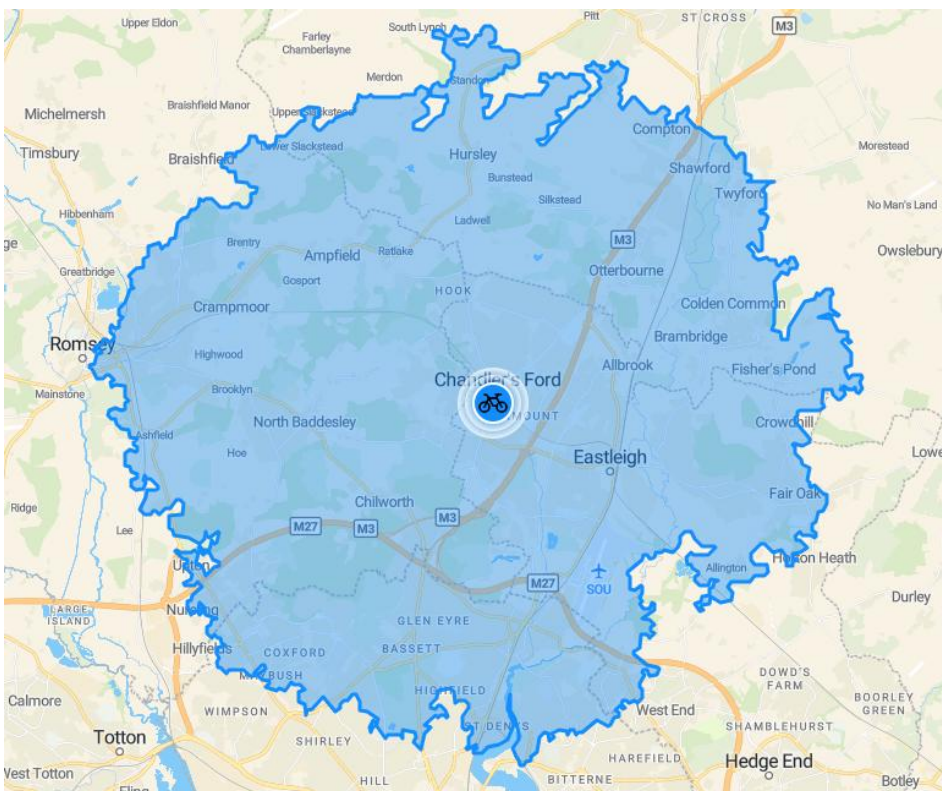


Fig. 3: Cycling Isochrone Map (30 minutes)

2.2 Public Transport

2.2.1 As mentioned above, Chandlers Ford Railway Station lies within a 3-minute walk of the site, which means that the rail network is likely to be a viable option for some staff working at the site. The following services are available from the Station:

- 1 train per hour towards Salisbury via Romsey
- 1 train per hour towards Eastleigh and Southampton

2.2.2 There are two bus services available in close proximity to the site, as follows:

No	Route	Frequency
1	Southampton > Bassett > Chandlers Ford > Otterbourne > Compton > Winchester	4 buses per hour each way, Mon-Sat; 2/hr Sundays
44	Eastleigh > Velmore > Chandlers Ford Rail Station > Millers Dale > Hiltingbury > Fryern Hill > Velmore > Eastleigh (loop)	4 buses per day, Mon-Fri

2.2.3 The Accessibility Index for the site has been calculated and is provided at Appendix B. An isochrone map is again provided for public transport below – this time showing locations within an hour's travel of the site.

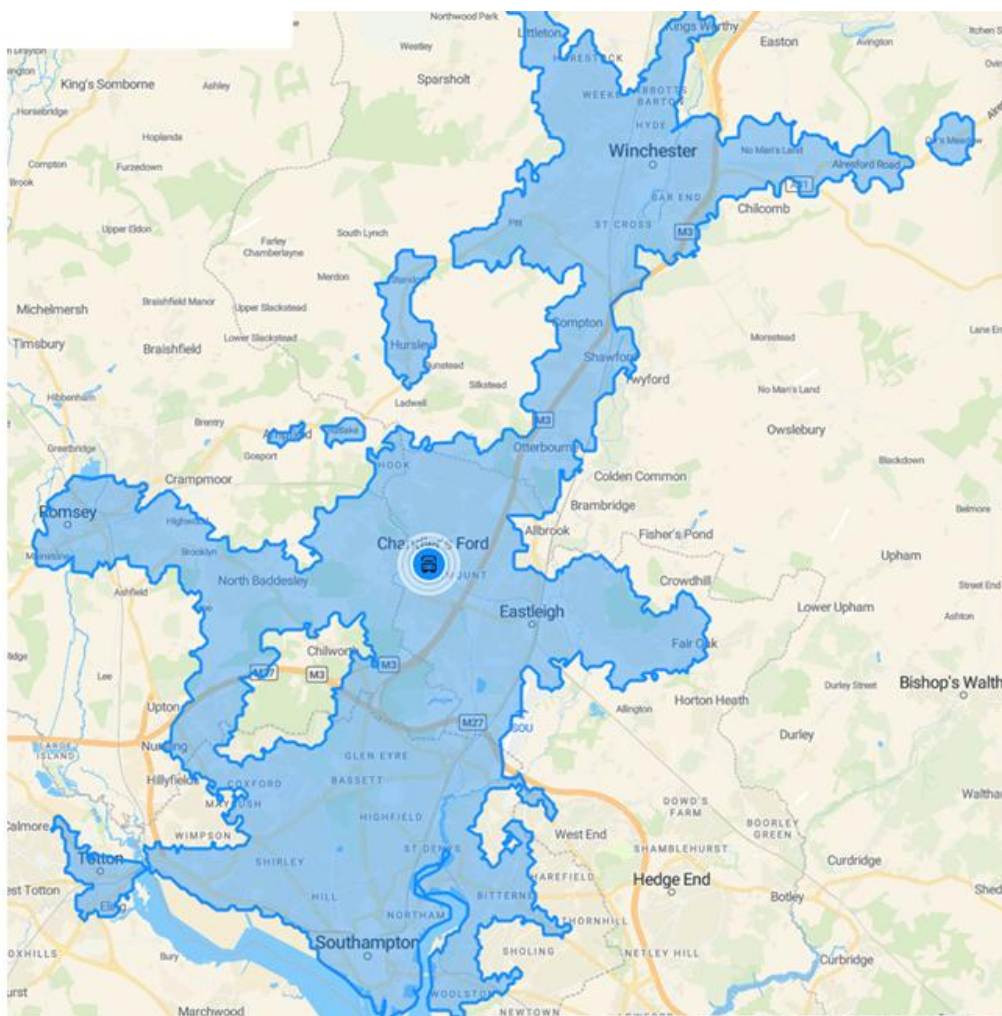


Fig. 4: Public Transport Isochrone Map (1 hour)

2.3 Local Highway Network

2.3.1 The site has boundaries on School Lane, which is a local distributor road serving the Industrial Estate, and on Bournemouth Road, which is classified as the B3043 and which forms part of the main traffic route through Chandlers Ford, between Junction 12 of the M3 motorway and the A27 at the northern edge of Southampton.

2.3.2 Traffic count data is available from the Department for Transport's Road Traffic Statistics site, which collates data for most major roads in England and Wales, as well as counts on some more minor routes. These counts are expressed as Annual Average Daily Traffic Flows (AADTF).

2.3.3 The following count points are those closest to the proposed development site:

Location, Date	AADTF	HGVs	HGV %
Templars Way, 2024	16,090 vehicles	230	1.43%
Leigh Road, 2024	15,566	446	2.87%
M3 Motorway south of Junc. 13, 2024	137,775	10,049	7.29%
M3 Motorway north of Junc. 13, 2024	124,033	9,229	7.44%
Winchester Road, 2024	11,082	94	0.85%

2.3.4 Within the site, there are currently parking spaces for around 140 vehicles, half of which are in locations within the proposed development site. Vehicle access is from School Lane only, although there is an existing vehicular access onto Bournemouth Road which is currently unused.

3.0 Baseline Trip Generation

3.1 Existing Building

- 3.1.1 The client has confirmed that the redundant office building had an occupancy of 60 persons (30 per floor), all of whom are currently accommodated within the three-storey temporary building.
- 3.1.2 The temporary building provides two open plan floor areas for staff, plus seven meeting rooms and two directors' offices. An estimate based on floor areas suggests maximum capacity for up to 106 people to be working in the building at any time, if all the meeting rooms were full to capacity and if all staff are working in the offices.

3.1 Proposed Building

- 3.1.1 The applicant has provided an estimate of growth over the period from 2025 to 2029, which suggests that by the end of that period, and including desks for flexible working on their days in the office, a total of 200 desks will be required in the HQ building by the end of that time period. As such, we are working to an estimate of up to 200 staff being on-site following development.

	2025	2026	2027	2028	2029	Flexible Desks	Final Total
Department	Growth	6%	6%	6%	6%	20% of fixed	
IT	30	32	34	36	38	8	46
Finance / PRS Finance	36	38	40	43	45	9	54
HR	26	28	29	31	33	7	40
QHSE	4	4	4	5	5	1	6
Leadership	10	11	11	12	13		13
Marketing	10	11	11	12	13	3	16
Transport	5	5	6	6	6	1	7
Facilities	5	5	6	6	6	1	7
Property	3	3	3	4	4	1	5
Procurement	3	3	3	4	4	1	5
Legal	1	1	1	1	1	0	1
Governance	1	1	1	1	1	0	1
	134	142	151	160	169	31	200

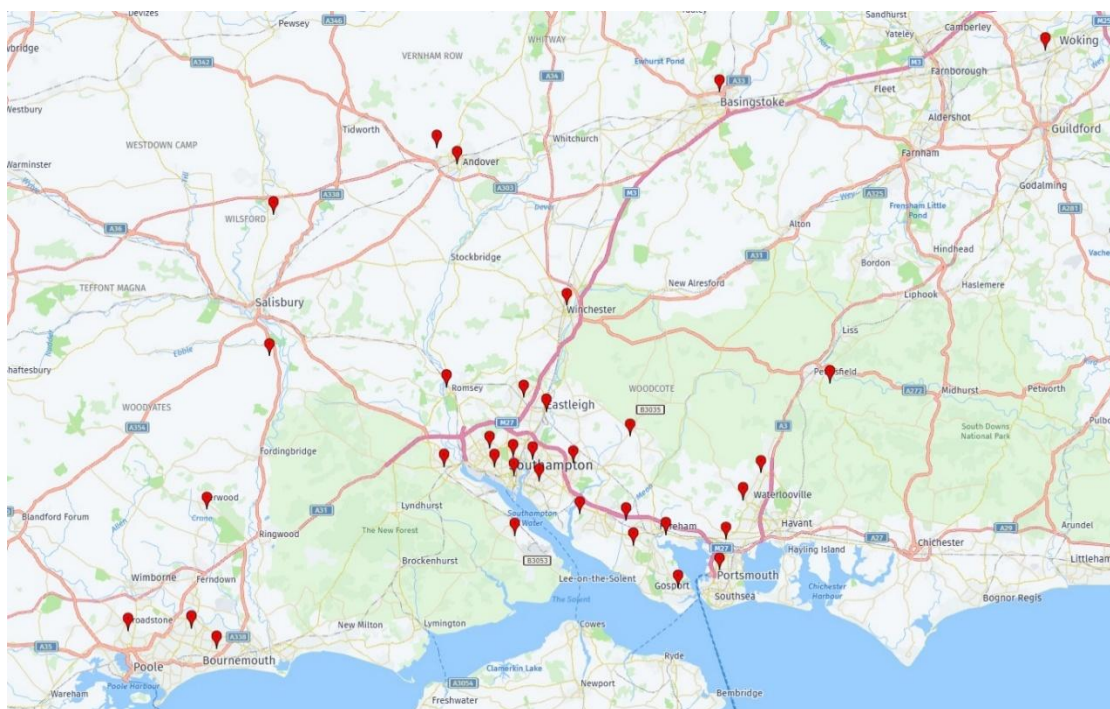
- 3.1.2 In order to understand the potential traffic generation of the new building, a survey was undertaken of the existing staff in June/July 2025. The current modal split is set out in the table below, as well as the predicted number of staff following development who will be likely to travel by each mode.

Mode	Count (Responses)	Proportion	Prediction
Bus	2	1.8%	4
Car, by myself	96	84.2%	168
Car, with friends or family	4	3.5%	7
Company Van	3	2.6%	5
Cycling	2	1.8%	4
Motorcycle	1	0.9%	2
Rail	1	0.9%	2
Walking	5	4.4%	9
Total	114	100%	200

Table 1: Existing and Predicted Staff Travel Choices (2025 Survey Data)

3.1.3 It is considered that the above prediction is a robust estimate, which can be used to set the necessary level of car parking provision, as well as examining the impact of development on the wider network.

3.1.4 The survey also asked for the first part of employees' postcodes, in order to understand the geographical spread of locations from which staff travel to reach the HQ site. The below graphic provides some indication of the responses:



3.1.5 According to the responses, 74% of staff live within southern Hampshire, including in particular Southampton, Eastleigh, Chandlers Ford and Fareham/Gosport. At least some of these staff could in theory be enabled to consider alternatives to car travel to and from the site.

3.1.6 The Travel Survey also asked for details of staff preferred mode of travel, and the following responses were collected:

Mode	Number	Proportion
Bus	2	1.7%
Car, by myself	72	63.2%
Car, with friends or family	4	3.5%
Company Van	2	1.7%
Cycling	10	8.8%
Motorcycle	2	1.7%
Rail	7	6.1%
Walking	14	12.3%
None	1	0.9%
Total	114	99.9%

Table 2: Existing Staff Preferred Travel Mode (2025 Survey Data)

3.1.7 The survey also investigated the barriers which prevented people from travelling by their preferred mode. 42 respondents (37% of the total) said that there was no barrier to using their preferred mode. The other 63% had a variety of comments, some of which are summarised in the following bullet points:

- 25 respondents (22%) mentioned that public transport options take much longer than car travel, services are not frequent enough, and the costs are too high.
- 5 respondents said they like to walk but generally live too far from the site to do so.
- 8 respondents mentioned cycling, and among these respondents, several mentioned the lack of facilities for cyclists and incentives; the new building will provide better facilities and it may be possible to investigate incentives within this Travel Plan.
- 5 respondents mentioned that they do the school run for children on the way to or from working at the site.

4.0 Objectives

4.1 On the basis of the evidence collected within the Baseline Travel Survey, the following objectives are considered relevant and important:

- This Travel Plan should seek to significantly reduce the level of solo-occupant car travel to and from the Workdry HQ.
- This Travel Plan should seek to increase levels of sustainable and active travel to and from the Workdry HQ.
- This Travel Plan should seek to enable the high proportion of staff who live within relatively short distances of the development site to consider alternative travel choices.
- This Travel Plan should ensure that appropriate measures are put in place to allow staff to use their preferred sustainable travel choices to the greatest extent possible.
- This Travel Plan should seek to reduce the environmental impact of development.
- Lastly, but importantly, this Travel Plan should be fully implemented – an objective that is sometimes missed.

5.0 Targets

5.1 Travel Plan Targets should be SMART. There are several variations on the theme of this acronym, and so our understanding of this is set out as follows:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

5.2 Solo-Occupant Car Travel

5.2.1 In order to ensure that the proposed development does not perpetuate the current high levels of solo occupant car travel, the following target is recommended:

- Within the 5-year period to 2031, solo-occupant car travel by staff will reduce by 30% from the 2025 baseline.

In real terms, this means that the proportion of staff travelling alone by car to and from the site will reduce from 84% to 54% by 2031; with growth in staff numbers this will mean a change from a predicted 168 staff travelling this way to 108 staff travelling in this way. This is a relatively ambitious target, but is considered necessary to reduce car parking demand to a manageable level.

5.3 Car Sharing

5.3.1 Given that nearly three-quarters of Workdry staff currently commute from locations in south Hampshire, it should be possible to increase the number of staff who car-share to and from work. Therefore, the following target is recommended:

- Within the 5-year period to 2031, car sharing by staff will increase by 15% from the 2025 baseline.

In real terms, this means that the proportion of staff car sharing to and from the site will increase from 3.5% to 18.5% by 2031; with growth in staff numbers this will mean an increase from a predicted 7 staff travelling this way to 37 staff travelling this way.

5.4 Public Transport

5.4.1 It is recognised that public transport routes may not make this choice feasible for all staff, but it is also likely that some staff can be supported to use bus or rail travel, particularly as there are good bus and rail links within easy walking distance of the site. The following target is recommended:

- Within the 5-year period to 2031, staff public transport use will increase by 5% from the 2025 baseline.

In real terms, this means that the proportion of staff travelling by bus or rail to and from the site will increase from 2.7% to 7.7% by 2031; with growth in staff numbers this will mean an increase from a predicted 6 staff travelling this way to 15 staff travelling this way.

5.5 Active Travel

5.5.1 Currently, it is cheering to note that from the surveys, some staff who live in the neighbourhoods closest to the site do choose to walk or cycle to and from work, and with support this should grow as a modal choice. The following target is recommended:

- Within the 5-year period to 2031, active travel among staff will increase by 10% from the 2025 baseline.

In real terms, this means that the proportion of staff travelling on foot or by bicycle will increase from 6.2% to 16.2%; with growth in staff numbers this means an increase from a predicted 13 staff travelling these ways to 32 staff travelling these ways.

6.0 Measures

6.1 Implementation Measures

- 6.1.1 One of the first measures which needs to be put in place is the appointment and training of the Travel Plan Coordinator (TPC). They need to understand the site, use and people involved, the challenges they face and the policies which the site management wish to implement.
- 6.1.2 Establishment of a steering group will also be important, to include representatives from different parts of the business based at the site, and to help the TPC through sharing knowledge and experience, coordination of Travel Plan measures and assistance with promotion, monitoring, surveys, and other tasks.
- 6.1.3 Another early intervention is the creation of a Travel Information Pack which may be a physical item and also an electronic file which can be sent to and shared with all existing staff and customers, as well as new starters. It should contain information on all of the sustainable travel modes which can be used to access the site, including bus and rail timetables, availability of hire cycles and scooters, safe routes and support networks.

6.2 Cycling Measures

- 6.2.1 Eastleigh Borough Council Parking Standards (2023) for office buildings require a long-stay cycle parking provision of 1 space per 8 staff, and a short-stay cycle parking provision of 1 space per 300sqm.
- 6.2.2 In the context of a 3,007sqm building proposed for up to 200 staff, this means that there should be 25 long-stay cycle spaces and 10 short-stay spaces.
- 6.2.3 However, in the context of existing and predicted staff travel choices that estimate demand for 4 long-stay cycle spaces, it is considered that in the first instance, a reduced provision should be considered reasonable, with further storage provided in due course as demand increases. As such, the drawing at Appendix D shows an initial provision of 14 cycle spaces (7 covered Sheffield-type stands) adjacent to the new HQ Building. Additionally, there are 8 existing long-stay cycle spaces to the west of the temporary building which can be retained.
- 6.2.4 The above provision would be sufficient to cater for increases in cycling demand in line with the targets set in Section 5. Additionally, better facilities for showers, changing and lockers which will be included in the new building will create a more cyclist-friendly working environment.

6.3 Car Parking Measures

- 6.3.1** The proposed new HQ building will provide significantly fewer car parking spaces in its immediate vicinity than the existing office building; whereas up to 70 vehicles were able to park around the old building, the proposed car parking provision to the east of the building will be just 9 echelon parking bays, of which four will be disabled accessible car parking and all nine will be provided with EV charging capabilities.
- 6.3.2** It is noted that the Eastleigh Parking Standards will allow 1 car space per 35sqm for offices, plus operational parking as required. As the proposed new building will have a gross internal floor area of 3,007sqm, this means that up to 85 car parking spaces could be permitted.
- 6.3.3** The wider Masterplan drawing for the site (ref. 9005 revision B) shows that an additional area for car parking with 76 spaces will be provided to the south-west of the new HQ Building.
- 6.3.4** The above figures mean that in combination with the 9 spaces adjacent to the HQ Building, a total of 85 car spaces will be provided in compliance with the maximum standard. In the longer term, reallocation of car parking to different uses at the site is being considered, but this does not form part of the current proposals.
- 6.3.5** The existing and predicted travel data set out in Section 3 of this report does indicate that the level of car parking demand will significantly exceed the provision currently set out for the HQ Building. The site as a whole is capable of accommodating the remainder of the car parking demand, but in the context of other planned Masterplan development in future, some further thought will be needed with regard to the overall Parking Management Strategy, both in the current and future scenarios.
- 6.3.6** The currently proposed car parking provision will be less than overall car parking demand even if the 30% reduction in solo-occupant car travel is achieved. This indicates that there will be a need for tough policies to reduce car travel demand and to encourage alternative choices. For example:
- Gradually, car spaces should be allocated to increasing numbers of car-sharing staff, further reducing the availability of car parking for solo-occupant car drivers;
 - A permit-parking regime should be introduced, with stipulations that anyone who lives within a 30-minute walk of the site should not be permitted to park (unless for health reasons or by agreement with management for personal reasons).

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 and rail services provide a high-quality service within Chandlers Ford and the bus stops and rail station are very well located for the site. 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*
The proposed layout includes 9 active EV charging spaces for the additional parking provided.
- *Provision of parking priority spaces for car sharers*
There are no plans currently to allocate priority parking for car sharing, however as increasing this is a target of the Travel Plan it should be explored as part of a longer-term strategy relating to the site car parking facilities.
- *Consultation with the local authority on the local cycling network and improvements.*
It is considered that the business should engage with the Local Highway Authority to lobby for increased cycle safety measures around the site and on major routes through the area. This may also be best achieved through a Bicycle User Group forum, which should be set up if one does not already exist within the business.
- *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.*
This is beyond the scope of the site in relation to public transport infrastructure, but the new building will be provided with landscaping and lighting as appropriate.
- *Restrictions or charging for car parking*
Restricted car parking provision has been included in the proposed design.
- *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*
The proposed development will improve walking and cycling access within the site; the off-site pedestrian and cycle links are of reasonable quality but no further alterations to these are able to be made on land outside the control of the applicant.
- *Provision of suitable taxi drop-off or waiting areas.*
The site does lend itself to taxi drop-off due to the proposed one-way system adjacent to the offices. It is not considered necessary to provide an on-site taxi rank.

7.0 Management and Monitoring Arrangements

7.1 Management

- 7.1.1 The overall responsibility for the Travel Plan will sit with the Managing Director of the business, but on a day-to-day basis the management of the Travel Plan will be carried out by an individual working at the site. This individual will take on the role of a Travel Plan Co-ordinator (TPC).
- 7.1.2 The TPC is the key point of contact between the business and the Local Highway Authority (i.e. Hampshire County Council), and the TPC's identity and contact details should be provided to Hampshire County Council once they are appointed.

7.2 Monitoring

- 7.2.1 Another key role of the TPC will be commissioning surveys and undertaking monitoring of the progress of the Travel Plan.
- 7.2.2 Monitoring surveys should be carried out at a minimum of every two years following approval of the Travel Plan – the usual suggestion is during the first, third and fifth year after opening. This allows progress against targets to be monitored, and setting of new targets, if necessary, as well as providing an opportunity to consider whether particular measures are effective and whether alternative measures need to be put in place.
- 7.2.3 Each monitoring survey should be followed by a brief report which can be shared with the Travel Plan Officer at Hampshire County Council, who is available to provide guidance and support throughout the process.

8.0 Action Plan

8.1 Implementation Actions

Action	Linked Objective	Timescale	Responsibility
Appoint TPC	Implement Plan	Prior to new HQ opening	Senior Management
Establish Steering Group	Implement Plan	Prior to new HQ opening	TPC and Senior Management
Create Travel Information Pack	Promote sustainable and active travel	Prior to new HQ opening	TPC and Steering Group

8.2 Cycling Actions

Action	Linked Objective	Timescale	Responsibility
Provide Cycle Parking	Promote sustainable and active travel	Prior to new HQ opening	Lead Contractor
Provide cyclists' facilities	Promote sustainable and active travel	Prior to new HQ opening	Lead Contractor
Cycle training	Promote sustainable and active travel	Once per year	TPC
Cycle maintenance classes	Promote sustainable and active travel	Once per year	TPC

8.3 Car Parking Actions

Action	Linked Objective	Timescale	Responsibility
Provide restrained car parking provision	Reduce Car Travel	Prior to new HQ opening	Lead Contractor
Allocate car spaces for car-sharers	Reduce Car Travel	Within 3 months of new HQ opening	TPC and Senior Management
Increase car-share space allocation	Reduce Car Travel	Once per year	TPC and Senior Management
Introduce permit parking regime	Reduce Car Travel	Within 6 months of new HQ opening	TPC and Senior Management
Review permit eligibility criteria	Reduce Car Travel	Once per year	TPC

8.4 BREEAM Actions (where relevant)

Action	Linked Objective	Timescale	Responsibility
Provide EV charging	Reduce Environmental impact	Prior to new HQ opening	Lead contractor
Lobby local authority for cycle improvements	Promote sustainable and active travel	Every six months	TPC