

CHESS DYNAMICS

**Charwood House, Oakhurst Business Park, Wilberforce Way,
Southwater**

Travel Plan

September 2026

Travel Plan

Chess Dynamics

Charwood House, Oakhurst Business Park, Wilberforce Way, Southwater.

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 Travel Plans are strategies for managing and maximising the potential for travel by sustainable modes of transport.
- 1.1.2 As part of Chess Dynamics' plans to relocate from Horsham to occupy Charwood House at Oakhurst Business Park, Wilberforce Way, Southwater, they will be implementing a Travel Plan to focus primarily on staff travel.

1.2 Travel Plan Background

- 1.2.1 Travel Plans are strategies for managing multimodal access to a site or development, that focus on maximising the potential for travel by sustainable modes of transport. They set out the objectives of the Plan, a range of measures to be implemented to achieve the objectives and the means by which the success of the Plan will be monitored.
- 1.2.2 The document Delivering Travel Plans through the Planning Process¹ has been reviewed with reference to the development of the Staff Travel Plan.
- 1.2.3 Research² commissioned by the Department for Transport, which examined the effectiveness of the Travel Plans of 26 organisations (local and national government departments, hospitals, universities and private companies) drew a conclusion of an average 17.8% reduction in traffic. Additional benefits of travel plans were found to be as follows:
- Increases in walking and cycling, with associated health gains.
 - Improved social inclusion.
 - Better conditions for employees.
 - Improved staff recruitment and retention.
 - The opportunity to contribute to environmental management standards such as ISO 14001.
 - Good PR for businesses.
 - Financial savings.
 - Increases in bus use and associated ticket revenue.
 - Better estate management.
 - Less noise, congestion and pollution, and better conditions for freight distribution associated with reductions in car use.
 - Better security and less fear of crime from better car parking management.

1.3 References

- 1.3.1 The Travel Plan has been prepared with reference to the following documents:-

¹ Delivering Travel Plans through the Planning Process, Department for Transport, April 2009

² Smarter Choices – Changing the Way we Travel, Cairns et al, 2004

- The Essential Guide to Travel Planning, Ian Taylor for The Department for Transport, March 2008.
- A Guide on Travel Plans for Developers, Transport Energy, September 2006.
- A Travel Plan Resources Pack for Employers, Transport Energy Best Practice Report.
- Transport 2000 Making Travel Plans Work: Lessons From UK Case Studies (July 2002).
- 'Delivering Travel Plans through the Planning Process', Department for Transport, April 2009.
- West Sussex Transport Plan 2022 to 2036 (Adopted April 2022).
- Horsham District Planning Framework, November 2015.
- Southwater Neighbourhood Development Plan, August 2020.

1.3.2 This Travel Plan has been prepared with due regard to the Government's National Planning Practice Guidance note 'Travel Plans, Transport Assessments, and Statements in Decision-Taking'. The guidance note provides advice on when transport assessments and travel plans are required and what they should contain.

1.3.3 Under the heading 'What are Travel Plans?' the guidance indicates the following:

"Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."

1.3.4 Under the heading 'How do Travel Plans, Transport Assessment and Statements relate to each other?' the guidance goes on to say the following:

"The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as way of unfairly penalising drivers."

1.4 Objectives

1.4.1 The plan is a strategy for reducing dependence of staff on travel by private car. Within the context of this Travel Plan, the word 'car' or 'vehicle' is used as a catch-all term to cover cars or vans that are powered in part or whole by fossil fuels. Electric vehicles are considered by government to be a sustainable form travel and thus within this Travel Plan have the same environmental benefit as travelling by public transport, walking or cycling.

1.4.2 The primary objective of the strategy is to:

- Reduce single occupancy, single purpose vehicle use by staff.
- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff.

- Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.

1.4.3 Secondary objectives are to:

- Minimise the impact on the local community of traffic associated with the Site by minimising noise and pollution.
- Show a commitment to improving traffic conditions within the local area.
- Reduce the adverse effects on health associated with increased car use.
- Reduce air pollution and the consumption of fossil fuels.
- Increase the attractiveness and hence the proportion of journeys made to and from Charwood House by sustainable modes of transport such as walking, cycling and public transport.
- Promote walking and cycling as a health benefit to staff.
- Promote social inclusion by widening the travel options available for non-car owning staff.
- Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly.
- Reduce the perceived safety risk associated with the alternatives of walking and cycling.

1.4.4 The adoption of the Plan will also help Chess Dynamics to project a more environmentally friendly image to both its staff and the local community. Therefore, it will be beneficial for Chess Dynamics to fully support the adoption of the Travel Plan at the site.

1.5 Travel Plan Content

1.5.1 A key feature of any Travel Plan is a review of Chess Dynamics' existing staff travel patterns, which is detailed in Section 2.0 of this report. The outputs of this review constitute the starting point, and will go on to inform the various Plan measures and the identified targets. Over time, staff travel review surveys will provide the monitoring framework whereby historical travel to work data will allow key trends to be identified on a site-specific basis, for the five-year life of the Plan.

1.5.2 The Travel Plan will be implemented by a Travel Plan Co-ordinator / Champion. This role is described in Section 4.0.

1.5.3 The measures by which the Travel Plan objectives and targets will be achieved are the key component of the Plan and are described in Section 4.0. Regular monitoring is required to ensure that the objectives are being met and to gauge progress towards the targets. The means by which the Plan will be monitored are set out in Section 5.0.

1.5.4 The remainder of this report is divided into four further sections, which are as follows:

Section 2.0 Current Travel Patterns and Targets

Section 3.0 Travel Plan Administration

Section 4.0 Travel Plan Measures

Section 5.0 Plan Monitoring and Review

2.0 CURRENT TRAVEL PATTERNS AND TARGETS

2.1 Introduction

2.1.1 The success of the Travel Plan will primarily be judged by its progress towards the target share of travel modes by staff travelling to Charwood House (herein referred to as 'the Site'). This section of the Travel Plan provides details of the existing local modes of travel which are available for staff use, and existing use of the available modes based on the results of a survey of Chess Dynamics staff.

2.2 The Site and the Surrounding Area

2.2.1 The Site is located on Wilberforce Way, in Oakhurst Business Park. The business park lies between the A24 Pollards Way, Southwater Street and Worthing Street in the village of Southwater, near Horsham.

2.2.2 Charwood House is bound to the west by Wilberforce Way, to the north and east by internal access roads, and to the south by residential dwellings.

2.2.3 Oakhurst Business Park is bound to the north and south by residential dwellings, to the east by Blakes Farm Road and to the west by Worthing Road.

2.2.4 The Hop Oast Roundabout (A24 / B2237 Worthing Road / Worthing Road) junction is located c.550m north of the Oakhurst Business Park.

2.2.5 The location of the site is presented at Figure 2.1.

Figure 2.1 – Site Location Plan



Source: Google. N.B. Approximate Site boundary shown in red. Site accesses shown in green.

2.3 Local Transport Facilities

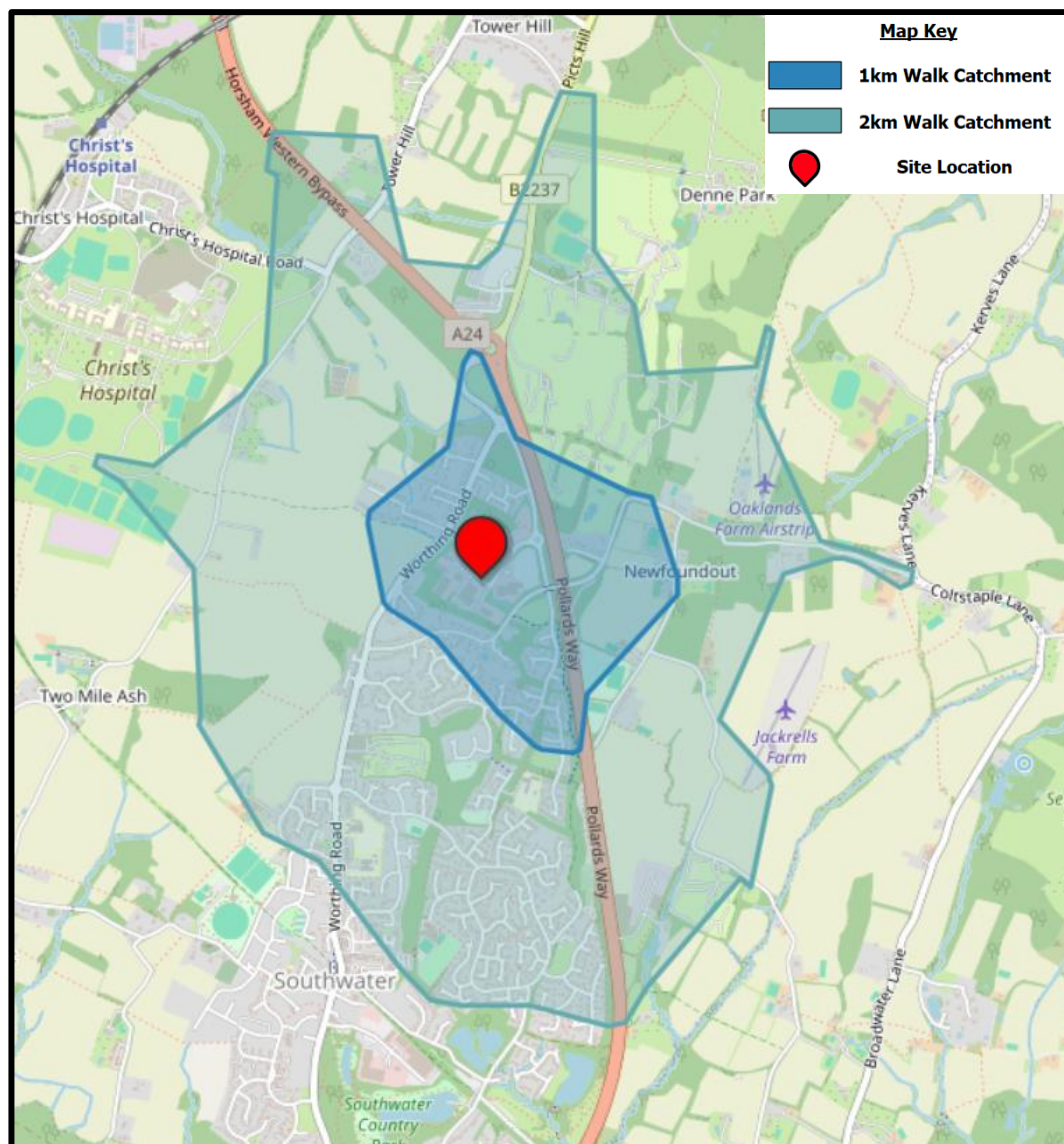
Walking

- 2.3.1 The Department for Transport's (DfT) document titled 'Manual for Streets' (MfS), dated 2007, provides guidance in relation to walk distances. Section 4.4 of MfS gives the following advice:

"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot."

- 2.3.2 Table 3.2 of The Institute of Highways and Transportation (IHT) guidance document titled 'Providing for Journeys on Foot' identifies a maximum walk distance of 2.0km for commuter, school and sightseeing walk trips, 800m for town centre walk trips and 1.2km for trips elsewhere.
- 2.3.3 The actual distance that people will be prepared to walk will vary depending on the trip purpose and other factors such as the presence of road crossings and terrain. For work-based trips, people are likely to be prepared to walk the full 2km referred to in 'Providing for Journeys on Foot'.
- 2.3.4 Based on a maximum walk distance of 2km for work trips, the walk catchments are shown at Figure 2.2. These have been shown as 1km and 2km isochrones.

Figure 2.2 – Indicative 1km and 2km Walk Catchments



Source: Openrouteservice.

- 2.3.5 The walk catchments above indicate that the entirety of Oakhurst Business Park, including the surrounding residential catchments to the north and south of the business park is within a 1km walk of the Site. The 2km walk catchment includes the majority of Southwater residential areas, including Horsham Park and Ride.
- 2.3.6 The Site benefits from a direct connection to the existing street-lit footways on Wilberforce Way, which lead north to Public Right of Way (PRoW) 'SOW-1669' c. 250m northeast of the Site on Wilberforce Way/ Blakes Farm Round roundabout junction.
- 2.3.7 PRoW 'SOW-1669' provide active travel connections to Worthing Road to the west and Southwater Street and further afield to the south via a dedicated route, connecting the Site to the wider pedestrian network as shown at Figure 2.3.
- 2.3.8 The Site benefits from dedicated pedestrian access adjacent to the Site's main access. There are pedestrian crossing facilities across the Site's main access and double yellow lines are present on the entirety of Wilberforce Way as shown at Figure 2.4.

- 2.3.9 The Site also benefits from pedestrian crossing facilities, including accessibility kerbs and tactile paving on the northeastern and northwestern boundaries of the Site, and bollards are present on the opposite side of the northeastern crossing facilities.
- 2.3.10 Wilberforce Way, Worthing Road, and the internal access road on the northern boundary of the Site benefit from pedestrian footways on both sides of the road, and pedestrian crossing facilities are present along the roads.
- 2.3.11 The access on the eastern side of the Site benefits from an existing footway along the boundary of the Site.

Figure 2.3 – Pedestrian Facilities



Source: Google.

Figure 2.4 – Pedestrian Access



Source: Google.

2.3.12 As shown in Figure 2.5, there are a number of footpaths and rights of way within the vicinity of the proposal site. These provide a range of walking routes within the local area.

Figure 2.5 – Local Footpaths and Public Rights of Way



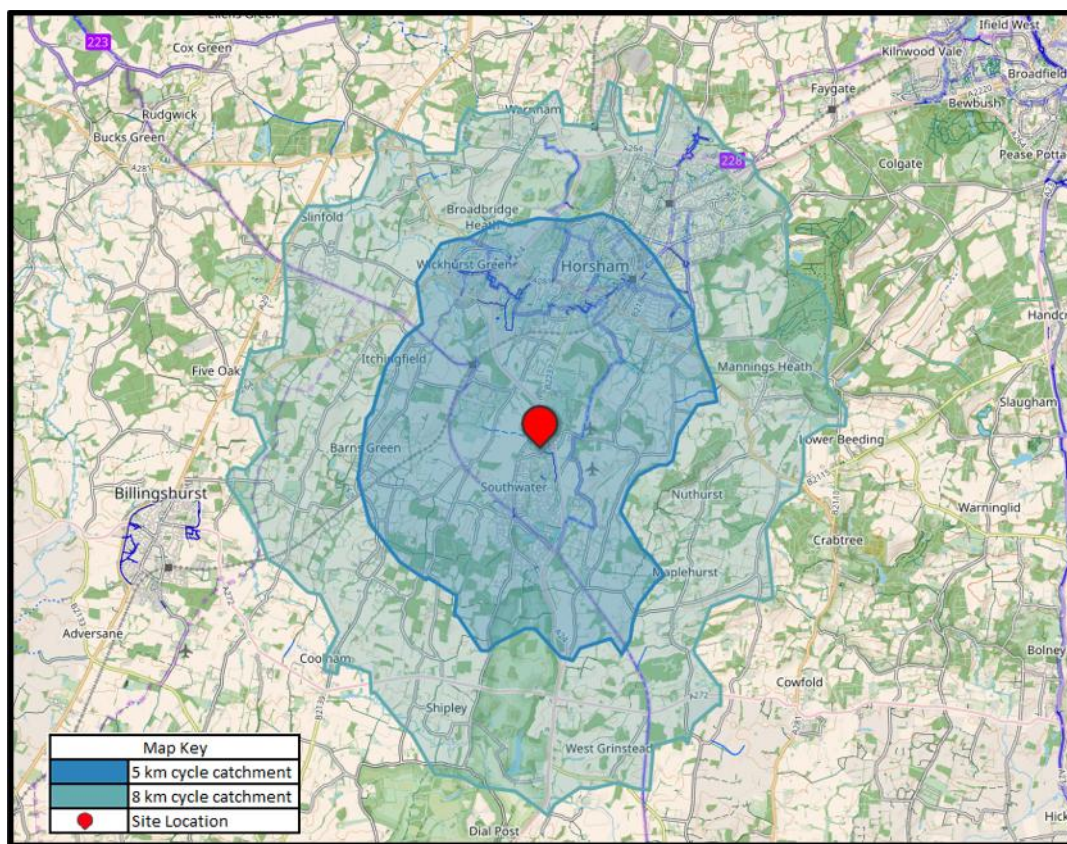
Source: <https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/public-rights-of-way-imap/imap/> N.B. The approximate Site boundary is indicated in red.

2.3.13 In light of the local pedestrian facilities, the Site is well connected to the local pedestrian network with opportunities for employees to make trips on foot.

Cycling

- 2.3.14 The 2024 National Travel Survey table NTS0303 identifies average journey lengths by cycle in England of c.5.3km. The CIHT document titled 'Planning for Cycling' (October 2014) indicates that 80% of cycling trips are up to five miles (8km) and 40% are less than two miles (3.2km). This suggests that cycling can offer an alternative to car travel particularly for trips of less than 8km.
- 2.3.15 Indicative cycle catchments are shown at Figure 2.6 below, being a 5km catchment (representing the 5.3km NTS average cycling distance) and an 8km catchment (being the distance of 80% of cycle trips).

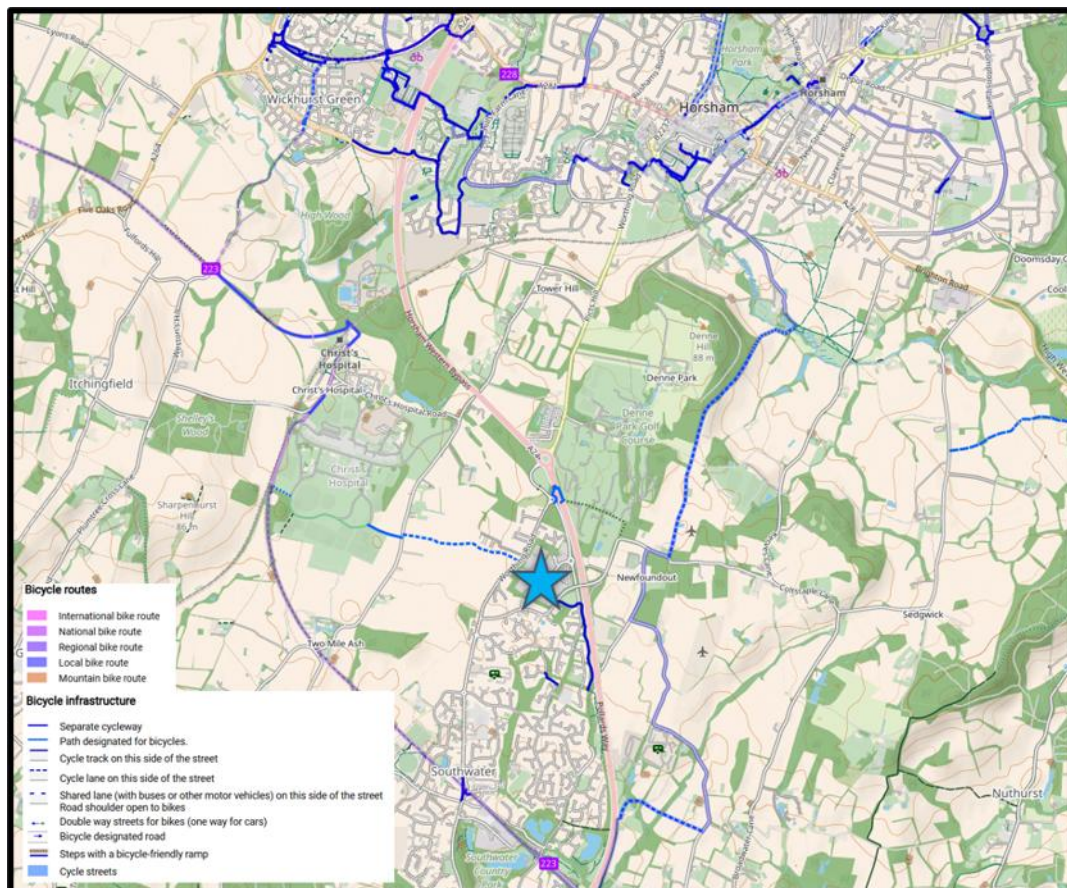
Figure 2.6 – Cycle Catchment Area



Source: Openrouteservice.

- 2.3.16 The 5km cycle catchment includes all of Southwater, Christ's Hospital, Broadbridge Heath, as well as the southern extents of Horsham, including Horsham train station, Christ's Hospital train station and the centre of Horsham. The 8km cycle catchment includes several surrounding villages.
- 2.3.17 Figure 2.7 shows a cycle map for the local area taken from OpenStreetMap, showing local and national cycle ways in the area .

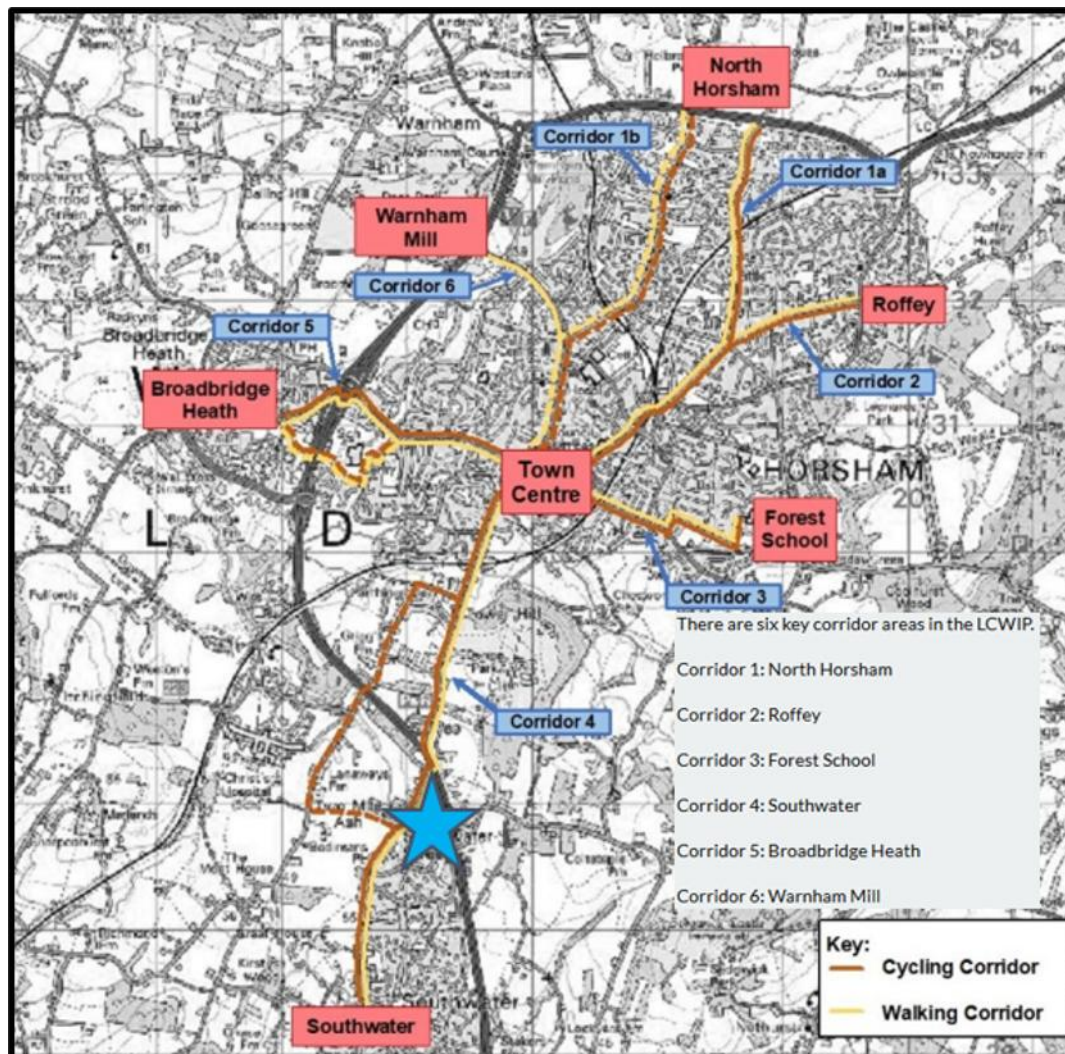
Figure 2.7 – Local Cycle Map



Source: OpenStreetMap. N.B. The proposal site is indicated by a blue star.

- 2.3.18 National cycle route (NCR) 223 runs northwest to southeast of the centre of Southwater, c.2.5km south of the Site. NCR 23 connects the Site north to Christ's Church train station and further afield to London; to the south, NCR 23 connects to Shoreham-by-Sea.
- 2.3.19 A local cycle way which connects Southwater to Horsham, Wickhurst Green, and Warnham is located on Coltstaple Lane c.1.1km east of the Site, connecting the Site to the wider cycle network.
- 2.3.20 Horsham's Local Cycling and Walking Infrastructure Plan (LCWIP) at Figure 2.8 below shows that the Site is located within a walking and cycling corridor, connecting the Site to several surrounding villages.

Figure 2.8 - HDC Local Cycling and Walking Infrastructure Plan (LCWIP)



Source: <https://www.horsham.gov.uk/planning/local-cycling-and-walking-infrastructure-plan>. N.B. The Site is indicated by a blue star.

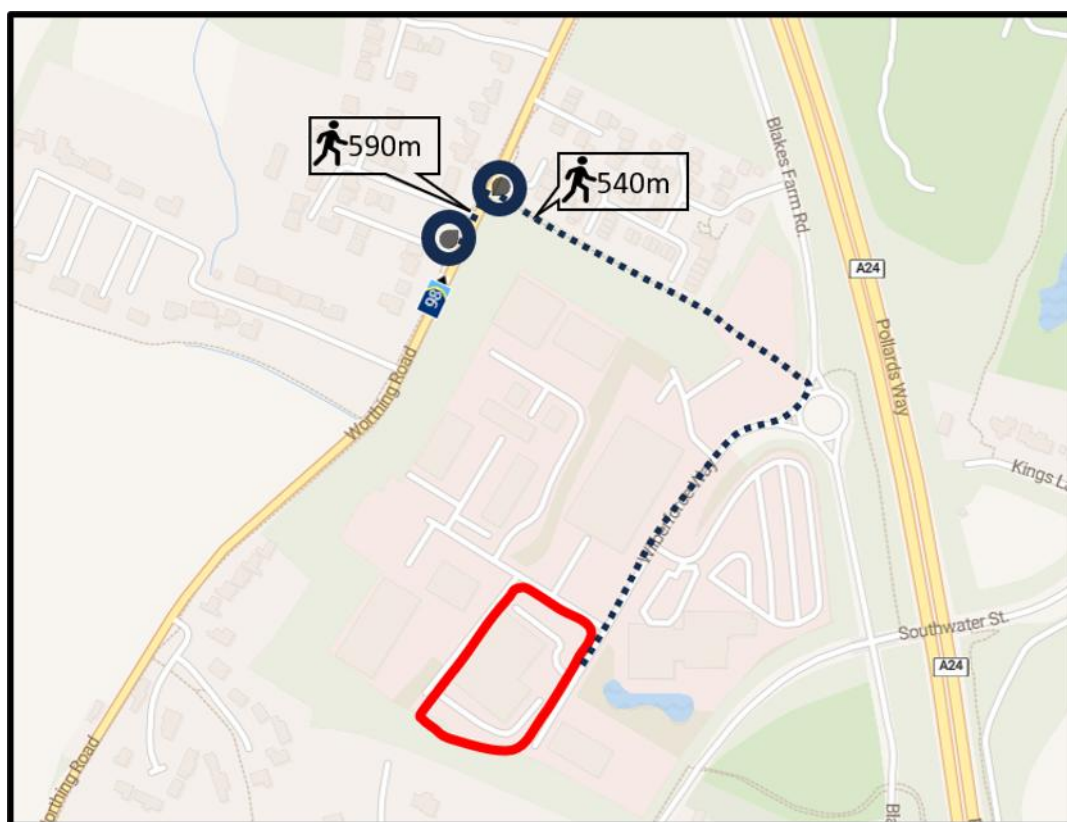
- 2.3.21 Considering the local topography, the presence of cycle routes and infrastructure, and that the Site is within cycle distance of a large residential area, it is a realistic and viable option for Chess Dynamics' employees and visitors to travel by bike.

Public Transport

- 2.3.22 The nearest bus stops to the Site are the 'Warnham Gate' bus stops located on Worthing Road, c. 540m and 590m north of the Site.
- 2.3.23 The bus stops are indicated by a flag-and-pole, benefit from bus timetable information and bus lay-by.
- 2.3.24 The bus stops are served by the Metrobus 23 and 23X (Horsham Bus Station or Worthing Pier - Crawley Bus Station), and the Metrobus 98 (Rusper Road, Naldrett Close - Manor Fields, Crawley Road).

- 2.3.25 The Metrobus 98 provides a frequent service of up to four buses every hour on weekdays and Saturdays in both directions. On Sundays, the service provides up to two services every hour in both directions.
- 2.3.26 The Metrobus 23 and 23X provide a frequent service of up to two buses every hour on weekdays and Saturdays in both directions. On Sundays, the service provides an hourly bus service in both directions.
- 2.3.27 The Bus 98 and 23/23X connect the Site to several surrounding villages, including Horsham town centre, Crawley town centre, Ashington, Washington, Findon, and Worthing.
- 2.3.28 Other bus services which call at the bus stop include the Metrobus 398 (St Wilfrids School - Southwater, Lintot Square) and the Metrobus 690 (Millais School - Southwater, Lintot Square), albeit of limited frequency.
- 2.3.29 The Horsham Park and Ride is located c.840m north of the Site (five minutes by bike and 17 minutes on foot).
- 2.3.30 The Park and Ride benefits from a live bus timetable, cycle parking, a bus shelter with seating, refuse bins, a bench, street lighting and security cameras.
- 2.3.31 The bus stops and the likely walking routes to/from the Site are shown at Figure 2.9 below.

Figure 2.9 – Bus stop locations



Source: Google. N.B. All Distances, Locations and Areas approximate.

- 2.3.32 Table 2.1 below summarises the routes that serve the above bus stops, showing that there are regular and frequent buses between the Site and the local area. School services have been excluded.

Table 2.1 – Bus Service Details

Service	Bus Stop	Route	Approximate Peak Frequency / Period		
			Monday - Friday	Saturday	Sunday
23 / 23X (Metrobus)	Bourne Hill Nursery	Crawley – Horsham – Southwater – Ashington – Washington – Findon – Worthing	Two per hour	Two per hour	One per hour
98 (Metrobus)	Bourne Hill Nursery	Littlehaven – Roffey – Horsham – Southwater	Three Per hour	Three Per hour	Two per hour

2.3.33 Christs Hospital train station is 3.5km from the Site and is operated by Southern Railway.

2.3.34 It is feasible that some longer journeys to/from the Site can be made by train, with the connection between the station and the site being made by bike or on foot.

2.3.35 Table 2.2 below summarises the routes that serve Christs Hospital station, showing that there are regular and frequent train services.

Table 2.2 – Rail Service Details from Christs Hospital

Destination (Operator)	Key stops	Approximate time to destination	Approximate Peak Frequency / Period		
			Monday - Friday	Saturday	Sunday
London Victoria (Southern)	Horsham – Crawley – Gatwick Airport – East Croydon – Clapham Junction – London Victoria	1h 10m	Two per hour	Two per hour	One per hour
Bognor Regis (Southern)	Billingshurst – Barnham – Bognor Regis	40m	Two per hour	Two per hour	One per hour

2.3.36 Having regard to the proximity of the bus stops and rail station, the frequency of buses / trains and the areas that the existing local buses / trains serve, the site is accessible by public transport.

Vehicular Access and the Local Highway Network

2.3.37 The proposed development will retain the two existing accesses off Wilberforce Way, on the eastern and western sides of the Site.

2.3.38 Wilberforce Way is a 'no-through' single-carriageway access road of approximately 6.5m width in the vicinity of the Site, subject to 20 mph speed limit. It is not adopted public highway.

2.3.39 Wilberforce Way leads north to the Blakes Farm Road/ Wilberforce Way roundabout junction.

2.3.40 From here, Blakes Farm Road leads north to the Blakes Farm Road leads / Worthing Road roundabout junction, and south to the wider Southwater residential area and further afield to Worthing Road.

- 2.3.41 Worthing Road leads south to the centre of Southwater and provides onward connections to the A24 and the A272. Worthing Road leads north to the Hop Oast roundabout junction (A24 / Worthing Road / B2237 Worthing Road).
- 2.3.42 The B2237 Worthing Road leads north to Horsham, the A24 leads south to Worthing and north to Leatherhead, with onward connections to the M25, Junction 9.
- 2.3.43 Figure 2.10 below shows the site in its local highway context.

Figure 2.10 – Highway Network

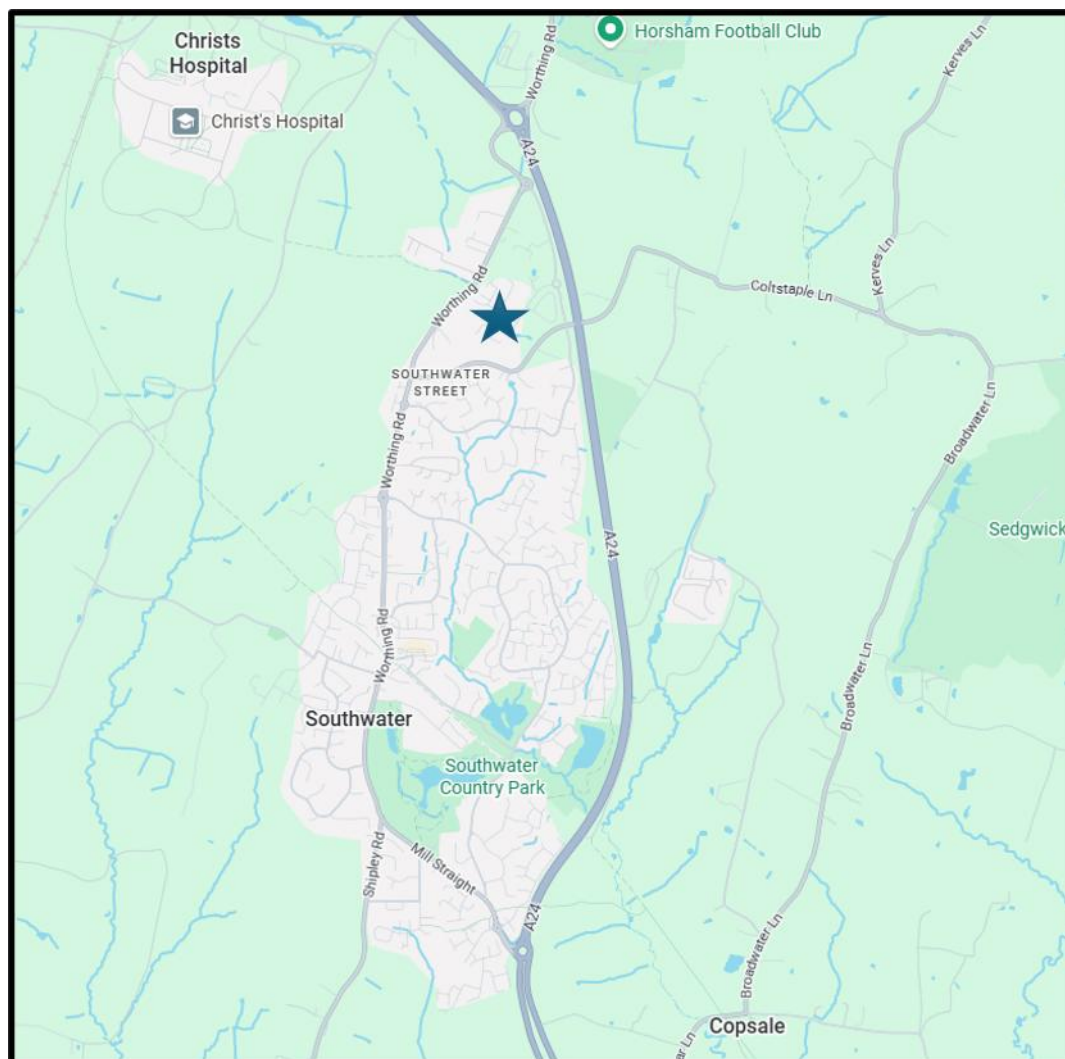


Image Source: Google. N.B. The Site is denoted by a blue star.

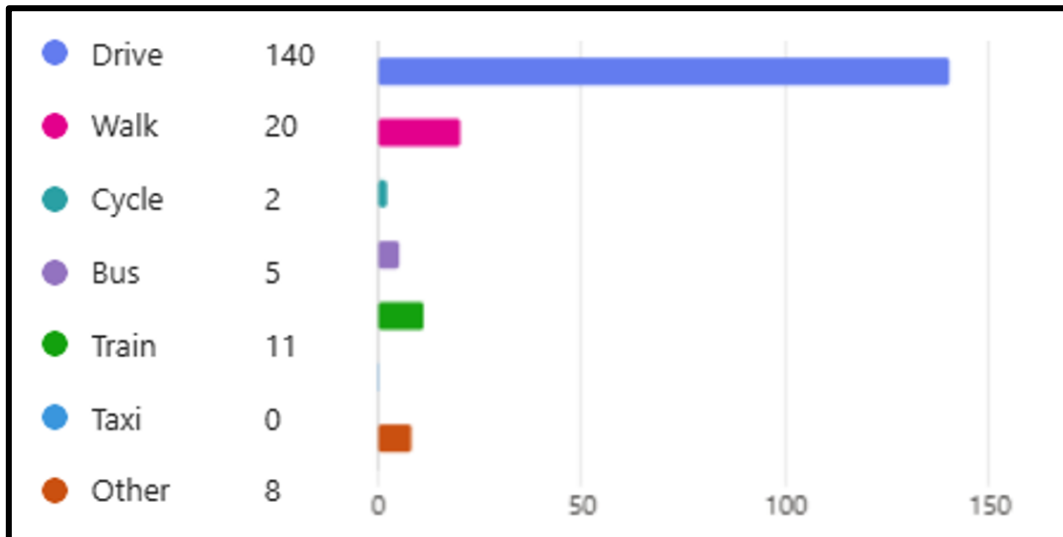
- 2.3.44 Overall, the site has a prominent location in relation to the local road network from which it is readily accessible.

2.4 Existing Staff Travel Patterns

- 2.4.1 Chess Dynamics employs its staff working on a range of work patterns, but the majority (approximately three-quarters) of its staff work between the hours of 07:30 and 17:30 Monday-Thursdays and 08:00-13:00 on Fridays.
- 2.4.2 Chess Dynamics has undertaken a travel survey of its staff based at the company's Horsham premises.

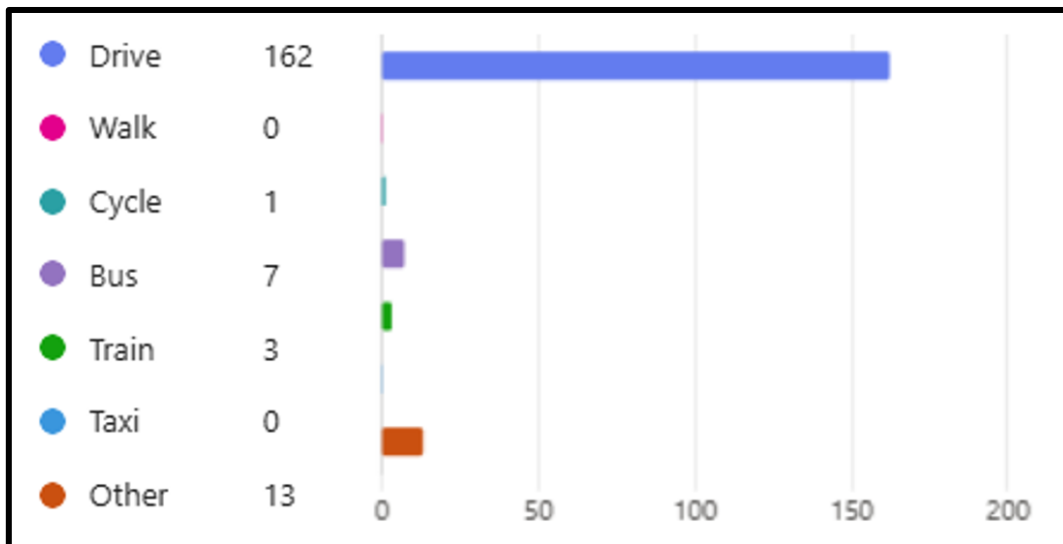
- 2.4.3 186 Horsham based employees completed the survey about how the proposed site move may affect them.
- 2.4.4 Employees reported how they travel to the Horsham site and how they anticipate they will travel to Charwood House.
- 2.4.5 The results are shown at Figure 2.11 below.

Figure 2.11 – Chess Dynamics Staff Travel Modes – Horsham Site



Source: Chess Dynamics

Figure 2.12 – Chess Dynamics Staff Anticipated Travel Modes – Charwood House



Source: Chess Dynamics

- 2.4.6 Out of the 186 respondents, 162 anticipate that they will drive to the Charwood House site, equating to approximately 87%.
- 2.4.7 Approximately 4% anticipate that they will travel by bus, and approximately 2% anticipate that they will travel by train.

2.4.8 In terms of car travel and demand for parking at Charwood House, translating the 87% of respondents to the total workforce of 215, equates to a total of 187 employees who say they would drive to work at Charwood House.

2.5 Travel Mode Targets

2.5.1 As noted above, the primary objective of the Travel Plan is to:

- Reduce single occupancy, single purpose vehicle use by staff.
- Increase awareness and encourage use of environmentally friendly modes of transport amongst staff.
- Introduce a package of management measures that will help to facilitate staff travel by sustainable modes of transport.

2.5.2 The planning application for Charwood House proposes a total of 124 car parking spaces within the on-site parking areas.

2.5.3 On this basis, the primary target of the Travel Plan is to reduce the number of employees travelling to work by single-occupancy car to fewer than 124.

2.5.4 Targets for individual travel mode shares have been set, with the aim of reducing the number of single occupancy private car journeys to fewer than 124. The modal shift targets have been guided by the employees' survey responses, however, a mode-shift to *any* non-single-occupancy, single-purpose car mode of transport (inclusive of car sharing, electric car and taxi etc.) will contribute towards achieving the main objective of the Travel Plan.

Table 2.3 – Travel Mode Targets

Mode of Travel	Staff Survey - anticipated travel mode		Target – Initial	
	Percentage	Number	Number	Percentage
Car driver	87%	187	120	56%
Car passengers			30	14%
Bus	4%	8	15	7%
Rail	2%	3	4	2%
Cycle	1%	1	4	2%
Walk	0%	0	0	0%
Taxi	0%	0	0	0%
Other	7%	15	41	19%
Total	100%	215	215	100%

2.5.5 Note that in the table above, 'bus' refers to public bus services, while the 'other' category is anticipated to include a Chess Dynamics staff shuttle bus, which is detailed later in Section 4.

3.0 TRAVEL PLAN ADMINISTRATION

3.1 Introduction

- 3.1.1 The role of Travel Plan Co-ordinator (TPC) will be undertaken by a member of Chess Dynamics' management team based on-site. The TPC is responsible for implementing and administering the plan. The TPC will be responsible for implementing the Travel Plan on-site and will be allocated sufficient time to complete all of their TPC duties, as well as for investigating potential Travel Plan measures and sustainable travel opportunities. The amount of time needed for this is likely to vary from week to week.
- 3.1.2 The TPC will be provided with a copy of the Travel Plan, and will be encouraged to develop ideas of how to best promote and evolve the Travel Plan, over the five-year lifetime.
- 3.1.3 Once appointed, the contact details of the TPC will be inserted below:-

TPC Name: _____

TPC Email Address: _____

TPC Phone Number: _____

3.2 Duties

- 3.2.1 The duties of the TPC are permanent. The TPC will be responsible for the operation and implementation of the Travel Plan, which includes the following actions:
- Implementing the Travel Plan.
 - Monitoring the Travel Plan.
 - Liaison with the Local Authority and other Travel Plan Coordinators where appropriate.
 - Liaison with the local bus operators where appropriate.
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority.

3.3 Promotion of the Travel Plan

- 3.3.1 All staff, including new employees upon commencement of employment, will be made aware of the existence of the Travel Plan, its objectives and their role as individuals in achieving these objectives.
- 3.3.2 Prior to relocating to Charwood House, or on confirmation of employment of new staff, all staff will be provided with information on sustainable travel and the options available to them, so that they can begin planning their journey prior to relocating or commencement of employment.

4.0 TRAVEL PLAN MEASURES

4.1 Introduction

- 4.1.1 This section of the Plan outlines the specific physical and management measures to be implemented as part of the Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Plan.
- 4.1.2 As far as possible, the measures and initiatives outlined in this section are designed to be suitable for review and monitoring. The list is not exhaustive and the TPC will be free to investigate other potential initiatives. This list will be reviewed following the completion of the staff travel survey and the setting of the Travel Plan targets. An Action Plan has been included at Section 5.0.

4.2 Travel Information Pack

- 4.2.1 Prior to relocating, and/or upon commencement of employment, each staff member will be provided with a Travel Information Pack. This pack will contain all the information an individual will need in order to make an informed choice on the mode of travel to be used for travelling to work. The pack will comprise the following:
- A summary page introducing the Travel Plan and its aims and objectives.
 - Copies or hyperlinks to local bus timetables and maps.
 - Promotional material about walking and cycling and the incentives available to staff.
 - Promotional material about public transport and the incentives available to staff.
 - A plan showing local walking and cycle routes.
 - A promotional leaflet about car sharing and the incentives available to staff.
 - A list of informative websites which promote sustainable travel.
 - Information on personal travel planning options such as the Traveline website.
 - Information about the staff shuttle bus.
 - Local taxi company details.
- 4.2.2 The TPC will be responsible for organising involvement in travel planning days/events for all modes of sustainable travel.
- 4.2.3 The TPC will be free to investigate other potential ways of encouraging customers to travel by sustainable modes.

4.3 Walking

- 4.3.1 The TPC will promote walking as a healthy and cheap means by which to travel. In order to encourage travel to the Site on foot; the following measures will be implemented:
- A promotional poster highlighting the benefits of walking will be displayed in communal areas.
 - The TPC will liaise with the Highway Authority to report any issues with local pedestrian routes.
 - Staff will be provided with secure lockers for storage of wet clothes, umbrellas, etc.

- Walk to Work Week will be promoted by the TPC. Information will be obtained from www.livingstreets.org.uk.

4.4 Cycling

4.4.1 Cycling is a sustainable mode of transport that provides benefits for personal health as well as reducing road congestion. In order to encourage travel to the Site by cycle, the following measures will be implemented:

- Chess Dynamics will offer the 'Cycle to Work' salary sacrifice scheme to its employees and will actively encourage existing and new members of staff to participate, including electric bikes.
- The TPC will liaise with the Highway Authority to report any issues with local cycle routes.
- Secure, covered cycle parking spaces will be provided for staff. The use of cycle parking facilities will be monitored. The possibility of providing additional cycle parking spaces will be investigated should demand by staff warrant it.
- Staff will be provided with showers, and secure lockers for storage of wet clothes, umbrellas, etc.
- A cycle maintenance station will be provided for staff, including a bike pump, a repair stand, and basic tools (such as puncture repair kits, spanners, Allen keys etc.)
- Promotional material on bicycle maintenance will be available in communal areas and the cycle parking areas.
- Cycle Buddy Scheme to introduce more experienced cyclist with less confident employees who live nearby to ride to work together and share safe routes.
- The TPC will investigate the potential for a staff Bicycle User Group (BUG).
- Bike week will be promoted by the TPC. Information can be obtained from www.cyclinguk.org/bikeweek
- The TPC will engage with local bike and sports shops/suppliers to explore the possibility of offering discounted rates for its staff, and/or a voucher scheme as an incentive to encourage staff to cycle to work.

4.5 Bus Travel

4.5.1 Measures for encouraging bus travel will include:

- Up to date information on bus services, including route information and service frequencies, will be available in communal areas.
- Chess Dynamics will offer bus taster tickets to encourage staff to try commuting by bus with zero financial risk
- An on-site real-time information screen will display bus departure boards in the main entrance foyer showing live, real-time bus arrivals and delays for nearby stops.
- The TPC will liaise with the local authority and the local bus operators to ensure that the information remains valid.
- Chess Dynamics will implement a guaranteed ride home policy to provide a free taxi voucher for bus commuters in case of unexpected personal emergencies or mandatory, unplanned overtime, outside of public transport hours.
- Chess Dynamics will allow flexibility in its staff's core hours so they can easily align their start and finish times with local bus timetables.
- The TPC will bring to the attention of the relevant bus operators any issues raised periodically by staff.

4.6 Car Sharing

- 4.6.1 Car sharing represents a relatively convenient alternative form of travel. It reduces the number of cars parked onsite, and can reduce the total vehicle mileage by staff, and therefore reduce fuel consumption and vehicle emissions, which is beneficial to both staff members and the environment.
- 4.6.2 Some staff members may be concerned about the logistics and security of car sharing, so to maximise the potential pool for members of staff who are interested, staff members will be encouraged to register with appropriate car sharing websites, such as www.liftshare.com/uk
- 4.6.3 National Liftshare week will be promoted by the TPC. Information will be obtained from the Liftshare website.
- 4.6.4 The TPC will investigate the potential to set up an in-house car-sharing scheme to introduce staff members who live near one another and/or who work on similar working patterns.
- 4.6.5 Priority parking spaces for car-sharers will be provided within the onsite parking area, located close to the main entrance.

4.7 Staff Shuttle Bus

- 4.7.1 Chess Dynamics will provide a shuttle bus / minibus to provide a commuting service for its employees between key locations in the Horsham area including the train station, and Charwood House. The specific details of the route will be developed by the TPC and will be planned to optimally serve the existing staff home locations and timed appropriately to suit the main working times of the staff. The staff shuttle bus services and usage will be reviewed after six months of operation.
- 4.7.2 This will be fully funded by Chess Dynamics either via a private bus operator or by privately-owned vehicle/s, and will likely be a minibus or 20+ seat mini-coach.

5.0 PLAN MONITORING AND REVIEW

5.1 Introduction

- 5.1.1 A programme of monitoring and review has been designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the TPC.

5.2 Monitoring

- 5.2.1 The outputs of an on-going monitoring programme will be used to inform the content of Travel Plan reports and will include the following:
- Monitoring of the number of staff vehicles in the car park.
 - Uptake/use of the staff shuttle bus.
 - Use of the cycle parking, storage, changing, showering facilities, maintenance station.
 - Demand for additional cycle parking.
 - Use/uptake of cycle scheme, cycle buddy scheme, Bicycle User Group, and discounted shopping rates.
 - Uptake of bus taster tickets, travel loans, free-ride home
 - Monitoring the number of staff registered for and actively car sharing, use of the priority car-sharing parking spaces
 - Recording of comments received from staff on transport and travel to the Site.

5.3 Action Plan

- 5.3.1 The Action Plan for the Travel Plan is provided at Table 5.1.

Table 5.1 – Travel Plan Action Plan

Action	When	Date(s) Completed
Appoint Travel Plan Co-ordinator / Champion (TPC)	3 months prior to the launch of the Plan	
Compile and produce Travel Information Packs	Before the Launch of the Plan	
Prepare Walking measures/initiatives	Before the Launch of the Plan	
Prepare Cycling measures/initiatives	Before the Launch of the Plan	
Prepare Bus measures/initiatives	Before the Launch of the Plan	
Display promotional travel information in communal areas	Before the Launch of the Plan	
Set up real-time travel information screen	Before the Launch of the Plan	
Prepare / arrange shuttle bus service	Before the Launch of the Plan	
Display contact details for local taxi companies in staff room and store	Before the Launch of the Plan	
Check on-site cycle parking facilities	Before the Launch of the Plan	
Check staff lockers and shower/changing facilities	Before the Launch of the Plan	
Issue Travel Information Packs	At the Launch of the Plan	
Organise Initial Staff Travel Survey	Within 6 months of occupancy	
Analyse results of Initial Staff Travel Survey, prepare annual review report	Within 3 Months of Initial Staff Travel Survey	
Review shuttle bus service and usage	After 6 months of operation	
Organise Annual Staff Travel Survey	Annually after Initial Staff Travel Survey	
Analyse results of Annual Staff Travel Surveys, prepare annual review reports	Within 3 Months of each Annual Staff Travel Survey	
Record and address any comments made verbally	On-going to inform annual review	-
Monitoring of various Travel Plan measures/initiatives, as per paragraph 5.2	On-going	
Report any problems with local pedestrian or cycle routes to Local Authority	On-going	-
Inform new staff about Travel Plan and issue them with a Staff Travel Pack	On-going	-
Organise Bicycle Users Group	On-going	-
Monitoring of cycle parking, staff registered with car share websites, and staff parking on-site	On-going to inform annual review	-