DATED 1 JULY 2024

CHANCERYGATE HORSHAM LIMITED
as Developer

TO

WEST SUSSEX COUNTY COUNCIL
as County Council

UNILATERAL UNDERTAKING PURSUANT TO SECTION 106 TOWN AND COUNTRY PLANNING ACT 1990

in relation to the development of the land at: Southwater Business Park, Sony Dadc UK Limited, Worthing Road, Southwater RH13 9YT

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	Plan

THIS DEED OF UNDERTAKING IS GIVEN ON 1 JULY **2024**

BY

(1) **CHANCERYGATE HORSHAM LIMITED** (a company incorporated in England and Wales with registered number 14097570) of 12a Upper Berkeley Street, London W1H 7QE ("**the Developer**")

TO

(2) **WEST SUSSEX COUNTY COUNCIL** of County Hall, West Street, Chichester, West Sussex, PO19 1RQ (the "**County Council**")

RECITALS

(A) The County Council is the Highway Authority for the area in which the Land is situated and is an authority by whom the obligations in this Deed are enforceable. The Developer is the freehold owner of the Land.

(B) The Developer submitted the Application to the Council for the Development on 3 October 2023.

(C) The Developer has agreed to enter into this Undertaking in order to secure the planning obligations contained hereinafter.

(D) The Developer has agreed that the Development shall be carried out only in accordance with the rights and obligations set out in this Undertaking.

(E) This Undertaking contains planning obligations made pursuant to section 106 of the 1990 Act and the Developer is satisfied that obligations in this Undertaking are compliant with Regulation 122 of the Community Infrastructure Levy Regulations 2010.

(F) The Developer anticipates the County Council will apply the appropriate Travel Plan Monitoring Fee towards the auditing and monitoring of the Framework Travel Plan for the Land.

OPERATIVE PROVISIONS

1 **STATUTORY POWERS**

1.1 This Undertaking is entered into by deed and is a planning obligation for the purposes of section 106 of the 1990 Act, Section 111 of the Local Government Act 1972, Section 1 of the Localism Act 2011 and any other enabling powers.

1.2 The obligations contained in Clause 5 of this Undertaking are planning obligations for the purposes of section 106 of the 1990 Act and are entered into by the Developer with the intention that they bind the interests held by those persons in the Land and are enforceable by the County Council as local planning authority against the Developer as owner of the Land and against its successors in title in respect of its interests in the Land.

2 **DEFINITIONS AND INTERPRETATION**

2.1 In this Undertaking unless the context otherwise requires the following terms shall have the following meanings:

"**1990 Act**" means the Town and Country Planning Act 1990 as amended;

"**Application**" means the application for planning permission for the Development submitted by or on behalf of the Developer to the Council and allocated reference number DC/23/1843;

"**Framework Travel Plan**" means the framework travel plan appended to this Undertaking at Appendix 2 in such form as may be updated or approved from time to time by the County Council;

"**Council**" means Horsham District Council of Parkside, Chart Way, Horsham, West Sussex RH12 1RL

"**Development**" means the development of the Land comprising of the "Demolition of existing warehouse buildings. Erection of new single-storey buildings to provide employment units for a flexible range of employment uses (Use Classes E(g)(iii), B2 and/or B8) with ancillary offices, together with associated access road, hard and soft landscaping, cycle parking, car parking, EV charging, service yard, loading bays, site infrastructure and associated works" as described in the Application;

"**Commencement of the Development**" means implementation of the Planning Permission by the carrying out of a "material operation" (as defined in section 56(4) of the 1990 Act) save that for the purposes of this Undertaking the term shall not include works of demolition, surveys, Land clearance, works of archaeological or ground investigation or remediation, the erection of fencing or hoardings, the provision of security measures or lighting, the erection of temporary buildings or structures associated with the Development, the laying removal or diversion of services, the provision of construction compounds, or piling works (and in this Undertaking "**Commence**" and "**Commence Development**" shall be construed accordingly);

"**Index Linked**" means such increase to sums payable by an amount equal to the proportionate increase in the All In Tender Price Index published by the Building Costs Information Service of the Royal Institute of Chartered Surveyors between 5 February 2024 and the date that payment of the relevant contribution is due to the County Council.

"Interest" means interest at the rate of 4% above the Bank of England base rate applicable at the relevant payment date which shall be calculated on a day to day basis;

"**Land**" means the land at Southwater Business Park, Sony Dadc UK Limited, Worthing Road, Southwater RH13 9YT shown edged red on the Plan for the purposes of identification only being the land comprised in title numbers WSX28995, WSX 93794, WSX197291 and WSX109775;

"Notice of Commencement" means notice in writing to advise the Council of the expected date of Commencement of the Development

"**Plan**" the plan attached at the Appendix to this Undertaking and so marked;

"**Permission**" means the planning permission pursuant to the Application for the Development;

"**Travel Plan Monitoring Fee**" means the sum of £3,815 (Index Linked) which shall be paid to the County Council prior to the Commencement of Development for the auditing and monitoring of the Framework Travel Plan;

"**Undertaking**" means this Deed of Undertaking;

2.2 References to any party to this Undertaking shall include the successors in title to that party and to any party deriving title through or under that party and in the case of the County Council the successors to their respective statutory functions.

2.3 References in this Undertaking to the Land shall include any part of it.

2.4 The Clause headings in this Undertaking are for convenience only and do not form part of the Undertaking.

2.5 References to Clauses paragraphs Schedules recitals and plans shall (unless the context otherwise requires) be references to Clauses paragraphs Schedules recitals in this Undertaking or in the case of a plan attached to this Undertaking.

2.6 Words importing the singular meaning shall where the context so admits include the plural meaning and vice versa.

2.7 References to the masculine gender shall incorporate the feminine and neuter gender and *vice versa* and words denoting natural persons including companies corporations the County Council and firms and all such words shall be construed interchangeably in that manner.

2.8 Where any covenant in this Undertaking is given by or for the benefit of more than only party they are given by or for the benefit of them jointly and severally.

2.9 References in this Undertaking to any statute or statutory instrument shall include any statute or statutory instrument amending consolidating or replacing them respectively from time to time in force and references to statute include statutory instruments and regulations made pursuant to it.

2.10 Nothing in this Undertaking shall prohibit or limit the right to develop any part of the Land in accordance with a planning permission (other than the Permission) granted (whether or not on appeal) after the date of this Undertaking.

2.11 Nothing in this Undertaking shall require the performance of any obligation whatsoever in upon or under land outside the ownership of the party to perform the obligation unless such land shall be within the public highway.

3 CONDITIONALITY

The obligations and covenants in this Undertaking unless otherwise specified conditional upon the grant of Permission.

4 LIABILITIES OF MORTGAGEES AND CHARGEES

Any future mortgagee of all or part of the Land shall be bound by the obligations contained in this Undertaking and the security of any future mortgagee over the Land shall take effect subject to this Undertaking PROVIDED THAT:

the Parties agree that any future mortgagee shall have no liability under this Undertaking and that the obligations contained in this Undertaking shall not be enforceable against any future mortgagee from time to time of the whole or part of the Land unless it takes possession of the Land as a mortgagee in possession in which case a future mortgagee from time to time will be bound by the obligations in this Undertaking as if it were a person deriving title from the Developer but only to the extent that the obligations falling to the Developer at the date a future mortgagee

exercises its powers are outstanding and continue to bind the land over which a mortgagee has exercised its powers;

5 **DEVELOPER'S COVENANTS**

5.1 The Developer covenants with the County Council:

5.1.1 Prior to Commencement of Development to pay to the County Council the Travel Plan Monitoring Fee (Index Linked);

5.1.2 Not to Commence Development unless and until it has paid the Travel Plan Monitoring Fee to the County Council; and

5.1.3 To serve on the County Council a Notice of Commencement not less than four weeks before the expected date of Commencement of the Development.

6 **INTEREST**

If any sum due under this Undertaking is paid late Interest will be payable from the date the payment is due to the date of payment.

7 **COSTS**

7.1 The Developer undertakes to the County Council to pay their legal costs involved in the completion of this Undertaking.

8 **RELEASE AND LAPSE**

8.1 No person shall be liable for a breach of an obligation contained in this Undertaking or obligations relating to any part of the Land after he shall have parted with all interest in the Land or the part in respect of which such breach occurs (as the case may be) save in either case for antecedent breaches.

8.2 This Undertaking shall lapse and be of no further effect (without any further act or deed on the part of any person) and the entry on the Register of Local Land Charges in respect of this Undertaking shall be cancelled if:

8.2.1 the Council refuses to grant Permission pursuant to the Application.

8.2.2 the Permission shall lapse without having been Implemented; or

8.2.3 the Permission shall be varied or revoked or otherwise withdrawn otherwise than with the consent of the Developer; or

8.2.4 the Permission is quashed following a successful legal challenge.

9 **CHANGE IN OWNERSHIP**

The Developer agrees with the County Council to give the County Council as soon as reasonably practicable written notice of any change in ownership of any of any of its interests in the Land occurring before all the obligations under this Undertaking have been discharged such notice to give details of the transferee's full name and registered office (if a company or usual address if not) together with the area of the Land purchased by reference to a plan.

10 **NO FETTER ON DISCRETION**

Save as permitted by law nothing in this Undertaking shall fetter or restrict the discretion of the County Council in the exercise of its powers under any statutory enactment or other enabling power for the time being in force.

11 **SEVERABILITY**

If any provision in this Undertaking shall in whole or in part be held to any extent to be illegal or unenforceable under any enactment or rule of law, such provisions shall to the extent required be severed from this Undertaking and rendered ineffective as far as possible without modifying the remaining provisions of this Undertaking and shall not in any way affect any other circumstances or the validity or enforcement of this Undertaking and in the event of any such deletion the parties shall negotiate in good faith in order to agree the terms of a mutually acceptable and satisfactory alternative provision in place of the provision so deleted.

12 **LOCAL LAND CHARGE**

The Developer recognises that this Undertaking is a local land charge and may be registered as such by the Council and the Developer gives consent for the Plan to be reproduced by the Council.

13 **CONTRACTS RIGHTS OF THIRD PARTIES**

Notwithstanding the provisions of the Contracts (Rights of Third Parties) Act 1999 no part of this Undertaking shall be enforceable by a third party who is not either a party to this Undertaking or a person in favour of whom this Undertaking is made and for the avoidance of any doubt the terms of this Undertaking may be varied by agreement between the parties without the consent of any third party being required.

14 **NOTICE**

Any notice or other written communication to be served pursuant to the terms of this Undertaking shall be deemed to have been validly served if delivered by hand or sent by prepaid registered or recorded delivery post to the relevant party to be delivered at its address hereinafter specified (or such other address or method as may from time to time be notified for the purpose by notice in writing):

15 **NO WAIVER**

No waiver whether express or implied by the County Council or any breach or default by the Developer in performing or observing any of the obligations contained herein shall constitute a continuing waiver and no such waiver shall prevent the County Council from enforcing the relevant obligations or from acting upon any subsequent breach or default.

16 **VAT**

All consideration given in accordance with the terms of this Undertaking shall be exclusive of any value added tax properly payable.

17 **JURISDICTION**

This Undertaking is governed by and interpreted in accordance with the law of England and Wales.

This Undertaking has been entered into as a deed on the date stated at the beginning of this Undertaking.

EXECUTION PAGE

Executed as a Deed by **CHANCERYGATE HORSHAM LIMITED** acting by) in the presence of)

Director

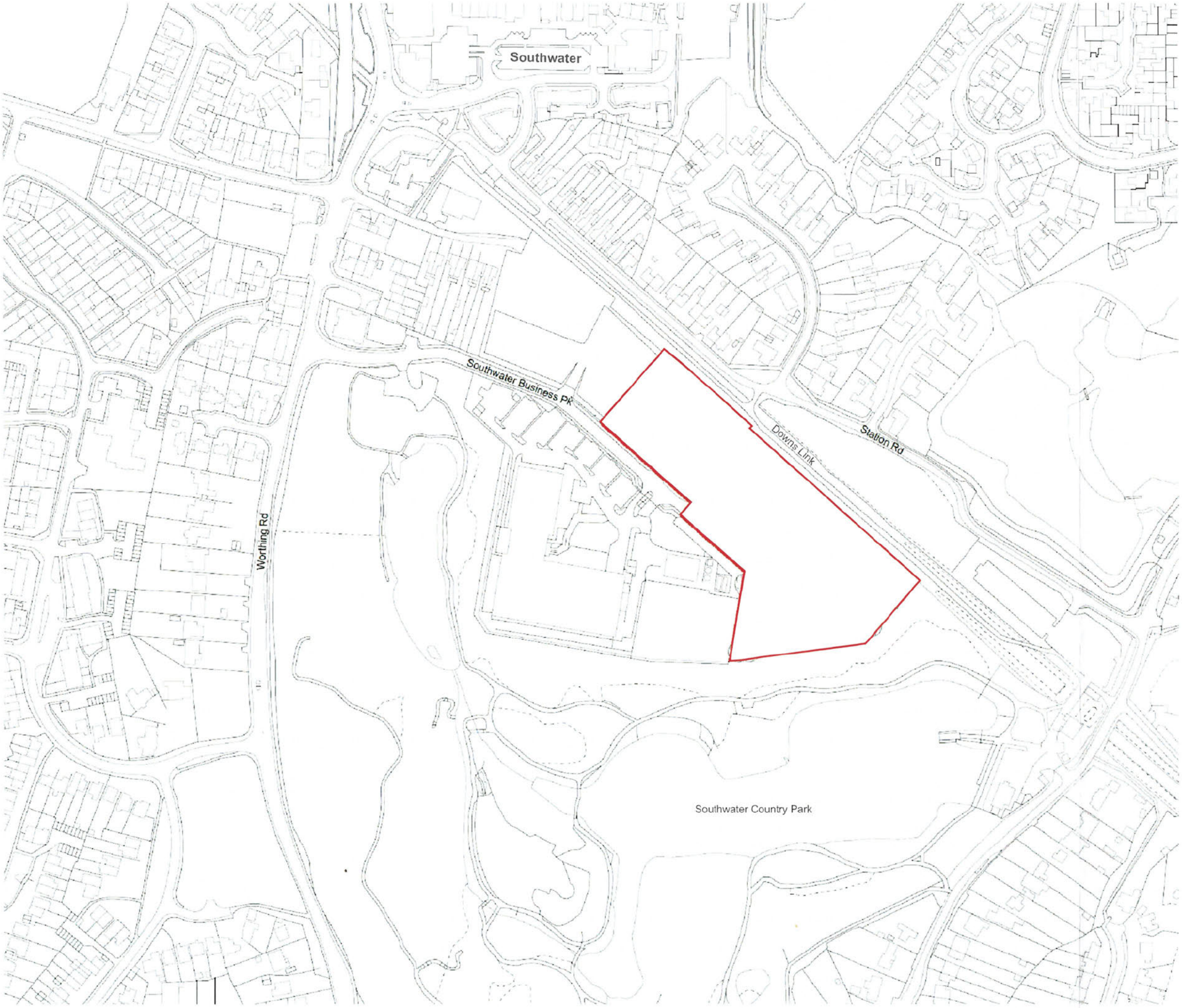
Name of witness:

Signature of witness:

Address: 12A UPPER BERKELEY STREET
LONDON
W1H 7QE

Occupation: SURVEYOR

Appendix 1
Plan



[redacted]

Chancerygate
PLANNING

Revisions

Job Title
E/B2/B8 DEVELOPMENT

Location
SOUTHWATER BUSINESS PARK
HORSHAM RH13 7YT

Drawing Title
SITE LOCATION PLAN

Date 16/06/23 Drawn

Scale 1:2500 @ A3 Checked

ALL DIMENSIONS TO BE CHECKED ON SITE.

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Dwg no. 4690-PL-001 Revision

Appendix 2
Framework Travel Plan



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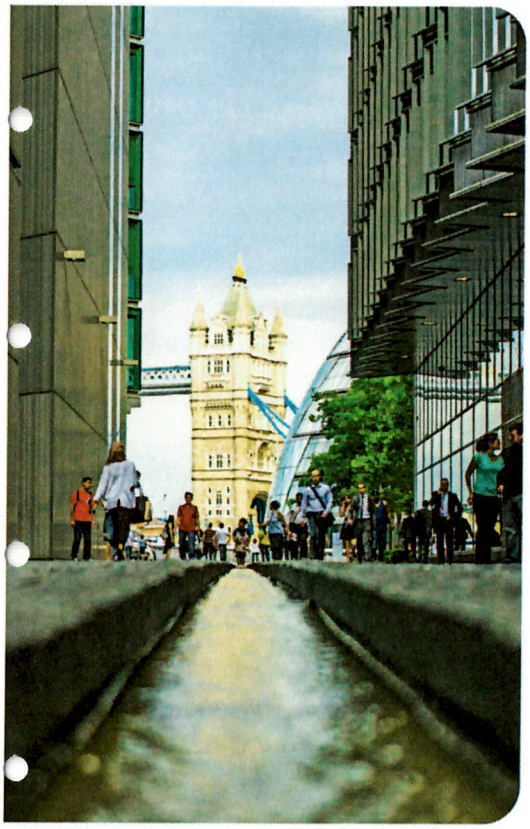

Chancerygate Horsham Limited

Former Sony Site, Southwater Business Park, Southwater

Framework Travel Plan

January 2024







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Chancerygate Horsham Limited

Former Sony Site, Southwater Business Park, Southwater

Framework Travel Plan

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PROJECT NO: J327526

DATE: January 2024

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V1.1	18 August 2023	MF	Second Issue
V1.2	25 August 2023	MF	Third Issue
V1.3	20 October 2023	MF	Fourth Issue
V2.0	08 November 2023	MF	Fifth Issue
V2.1	08 January 2024	MF	Sixth Issue
V2.2	09 January 2024	MF	Seventh Issue

mode
transport planning

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APPENDIX A Travel Plan Statement

APPENDIX B Site Layout

APPENDIX C Cycle Map

1. Introduction

1.1 Overview

1.1.1 This Framework Travel Plan (FTP) has been prepared by mode transport planning (mode) on behalf of Chancerygate Horsham Limited in relation to the proposed redevelopment of the former Sony site located at Southwater Business Park, Southwater, West Sussex.

1.1.2 It should be noted that this Framework Travel Plan, and the purpose of this document is to provide an agreed reference point for the future individual Travel Plan Statement (TPS) to be prepared by individual occupiers of each unit. A template TPS is provided in **Appendix A**, which will be provided to each occupier prior to occupation for their own completion.

1.2 Purpose of a Framework Travel Plan

1.2.1 The objective and purpose of this FTP is to reduce single-occupancy private car journeys in favour of more sustainable modes of travel through the introduction of a package of measures that will assist and encourage staff and visitors to travel by more sustainable modes of transport.

1.3 Document Stakeholders

1.3.1 Chancerygate Horsham Limited is the developer of the site and are responsible for instructing the preparation of this FTP; upon completion of the development, a Property Management Company will have responsibility for managing the completed estate and this FTP; individual occupiers will assume independent responsibility of their respective TPS. It will be responsibility of individual occupiers to prepare their respective TPS documents in accordance with this FTP and liaise with local authority travel plan officers if and where necessary.

1.4 Scope of Travel Plan

1.4.1 This FTP has been prepared with the following structure, reflecting current best practice and planning policy, as well as the nature of the development.

- **Chapter 2** describes the development proposals;
- **Chapter 3** details the sustainability credentials of the site in terms of sustainable travel infrastructure for pedestrians, cyclists, and public transport availability;
- **Chapter 4** sets out the FTP's objectives and benefits;
- **Chapter 5** outlines the FTP targets focusing on reducing single-occupancy vehicle (SOV) travel to and from the site;
- **Chapter 6** sets out the roles and responsibilities of the Travel Plan Coordinator (TPC);
- **Chapter 7** outlines how the FTP will be monitored and reviewed;

- **Chapter 8** sets out the sustainable transport measures that will be implemented to help achieve the objectives and targets of the FTP; and

- **Chapter 9** outlines the FTP's Action Plan;

2. Site Information

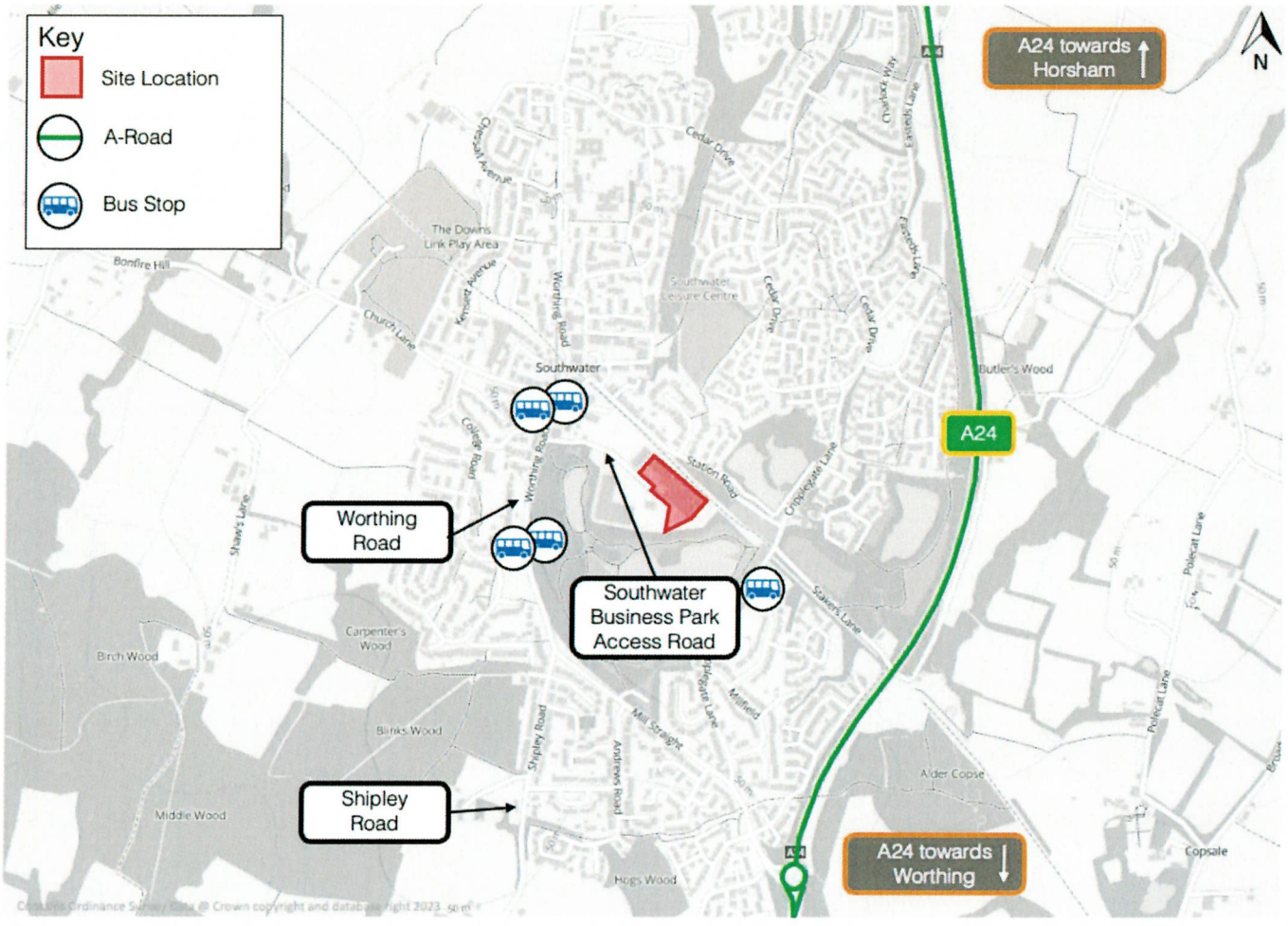
2.1 Site Location

2.1.1 The application site is located to the east of Worthing Road, Southwater, Horsham and is part of the wider Southwater Business Park. The site is bordered by the Downs Link bridleway to the north and east, Southwater Country Park Lake to the south, Bowers and Wilkins Research and Development Centre to the west.

2.1.2 The application site was formerly owned by Sony Digital Audio Disc Corporation, which is located to north eastern extent of the Southwater Business Park. The existing vehicular access for the site is via the existing road network within the Southwater Business Park, which connects to the wider highway network via Worthing Road to the west. The western frontage of Southwater Business Park is a public highway whilst the eastern side is private road.

2.1.3 The location of the site in context with the surrounding area and local network is demonstrated on Figure 2.1.

Figure 2.1 Local Highway Network



2.2 Site Information

2.2.1 The development proposals comprise the demolition of the current warehousing buildings and redevelopment to provide 7 industrial units totalling a GIA of 9,111m^2 together with the provision of yard areas, parking, landscaping and associated works with planning permission sought for a range of E(g)(iii), B2 and B8 land uses. The site will continue to be accessed via the Southwater Business Park access road off Worthing Road. The proposed site layout is provided in **Appendix B**.

2.2.2 The proposals seek to provide a total of 130 car parking spaces, this is inclusive of 8 disabled bays and 24 Electric Vehicle (EV) parking bays across the site. The existing access from Southwater Business Park will be retained.

2.2.3 Pedestrian and cycle access to the site will remain broadly the same, with improvements proposed such as the provision of dropped kerbs and tactile paving to facilitate movements in front of the units and connecting the car parks.

2.2.4 The development will be provided with 46 cycle parking spaces, 32 for staff and 14 for visitors, in line with WSCC guidance. Cycle parking will be located within each individual unit, therefore being covered, lit and secure.

3. Site Accessibility Audit

3.1 Overview

3.1.1 Travel behaviour can be affected by the extent of infrastructure in place to encourage the use of alternative modes of travel to the private car. The site location of the development is such that staff and visitors are provided with good opportunities to access the site by choice of modes of travel other than the private car.

3.2 Pedestrian Accessibility

3.2.1 Guidance from the Chartered Institution of Highways and Transportation's (CIHT) Document "Planning for Walking" (2015) has been used to inform this section, with Section 6.4 of the document stating the following regarding how far pedestrians are willing to walk to reach a destination. The document states that:

- *"Walking neighbourhoods are typically characterised as having a range of facilities within 10 minutes' walking distance (around 800 metres). However, the propensity to walk or cycle is not only influenced by distance but also the quality of the experience; people may be willing to walk or cycle further where their surroundings are more attractive, safe and stimulating. Developers should consider the safety of the routes (adequacy of surveillance, sight lines and appropriate lighting) as well as landscaping factors (indigenous planting, habitat creation) in their design.*

- *The power of a destination determines how far people will walk to get to it. For bus stops in residential areas, 400 metres has traditionally been regarded as a cut-off point and in town centres, 200 metres (DOENI, 2000). People will walk up to 800 metres to get to a railway station, which reflects the greater perceived quality or importance of rail services."*

3.2.2 Appropriate walking distances are dependent upon the location of the specific development; more remote locations will see people being prepared to walk further to their end destination. Similarly, appropriate walking distances are also dependent upon the standard of existing pedestrian infrastructure provision, with further walking distances achievable in locations with extensive and high-quality pedestrian footways, crossings, and pedestrianised areas.

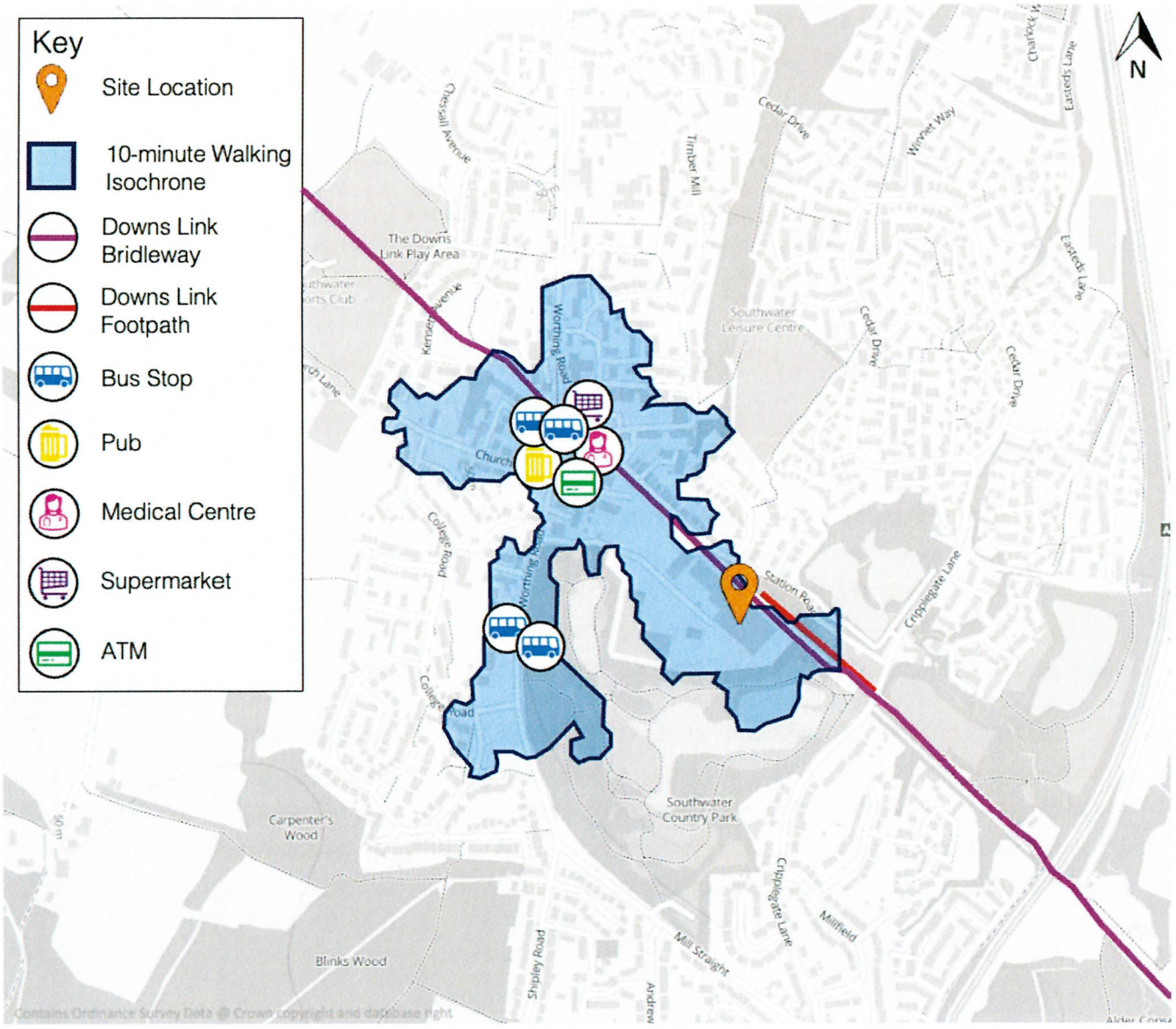
3.2.3 It should be considered however, that appropriate walking distances are site specific, for example more rural locations are likely to have extended distances between pedestrians and their destination. Furthermore, appropriate walking distances are also dictated by the standard of existing pedestrian infrastructure. This means in areas with a more advanced level of walking infrastructure provision, such as high-quality pedestrian footways, crossings, and pedestrianised areas, greater walking distances are achievable.

3.2.4 Pedestrian access to the site is taken via footways that extend along both sides of the Southwater Business Park access road for the entirety of its extent. These footways connect to Worthing Road to the west of the site. Worthing Road benefits from footways on either side of the carriageway travelling both northbound and southbound. There is a pelican crossing directly north of the Southwater Business Park / Worthing Road junction.

3.2.5 Downs Link is a bridleway that runs parallel to the north of the site and provides a route from Worthing Road to Cripplegate Lane. Downs Link extends a further 3km north beyond Worthing Road, providing access to Christs Hospital.

3.2.6 A 10-minute walking isochrone from the site has been demonstrated on Figure 3.1.

Figure 3.1 10-minutes Walking Isochrone



3.3 Cycle Accessibility

3.3.1 As with pedestrian accessibility, the quality of a site's cycling accessibility depends on a combination of the distances of surrounding amenities in the locale and the level of infrastructure provision.

3.3.2 Regarding acceptable cycling distances, 'Local Transport Note 1/20; Cycling Infrastructure Design', published by DfT, states that many utility cycle trips are less than three miles (approximately five kilometres) but commuting journeys not uncommonly cover a distance of over five miles (approximately 8 kilometres).

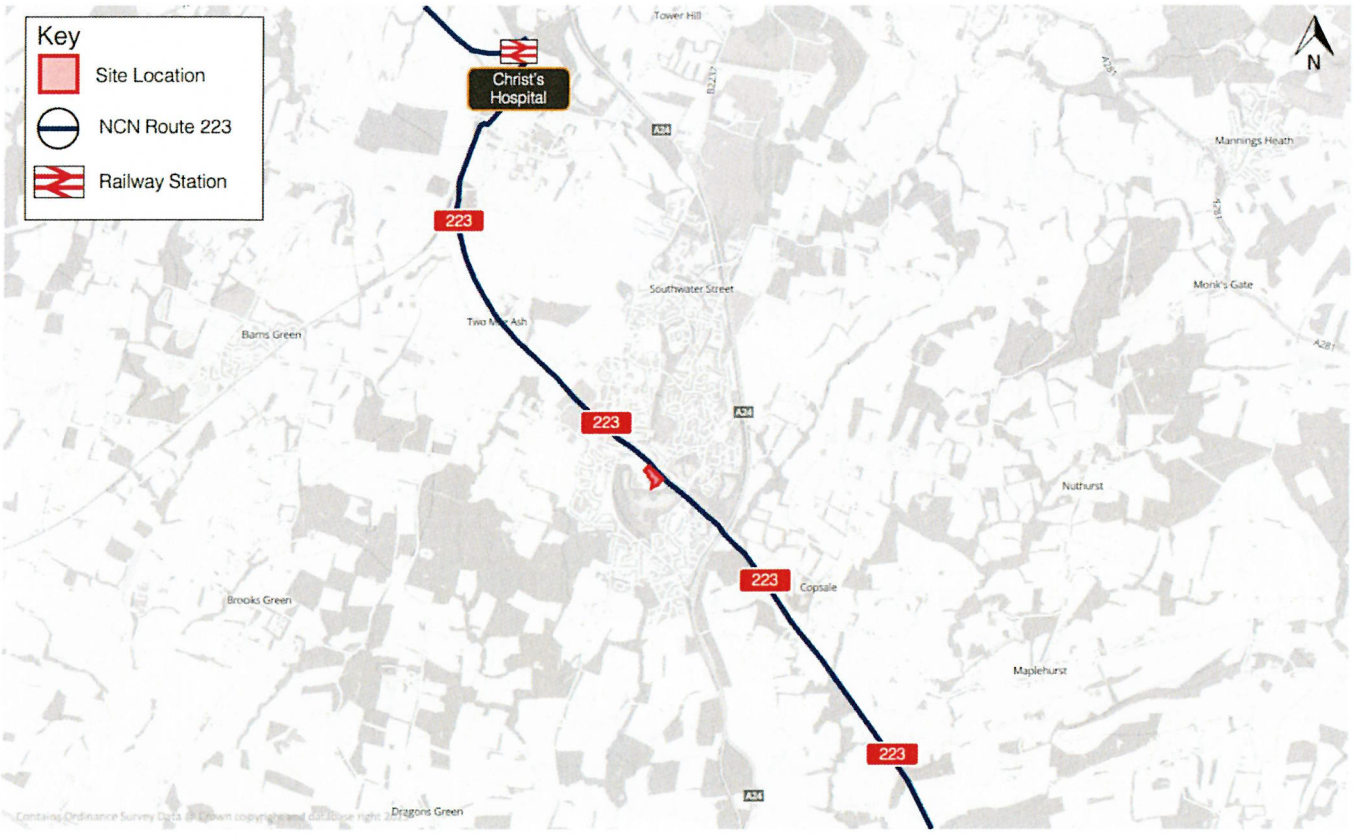
3.3.3 Using the existing bridleways for cycling in Southwater is encouraged due to its rural nature and highway network. The Horsham District Council has developed cycle maps demonstrating beginner and intermediate cycle maps in and around Horsham. The cycle map is provided in **Appendix C**.

3.3.4 Destinations such as Horsham (approximately 4.75km), Christ's Hospital (approximately 2.8km) and Littlehaven (approximately 6.6km) can all be reached within a 25 minute cycle from the site.

3.3.5 The nearest National Cycle Network (NCN) route is NCN Route 223, which runs directly to the east of the site along Downs Link. NCN Route 223 provides a connection to Chertsey to the north and to Shoreham-by-Sea to the south, with it possible to travel directly towards Christ's Hospital, providing access to Christ's Hospital Railway Station, the nearest railway station to the site.

3.3.6 The location of the nearby NCN route and subsequent areas that can be accessed within 2km of the site is demonstrated in **Figure 3.2**.

Figure 3.2 NCN Routes and 2km Radial



3.4 Bus Accessibility

3.4.1 The nearest bus stops to the site are the Tipsy Fox bus stops located along Worthing Road, approximately 300m northwest of the site. There are a further two bus stops located on Worthing Road which are located approximately 450m west of the site.

3.4.2 A summary of the bus services available from the bus stops located on Worthing Road are summarised in Table 3.1.

Table 3.1 Summary of Nearby Bus Services

Bus No.	Route	Bus Stop	Peak Hour Frequency	
			AM	PM
23	Crawley - Worthing	Tipsy Fox	1 per hour	1 per hour
98	Roffey - Southwater	Lintot Square	3 per hour	3 per hour
626	Southwater – Tanbridge House School	Lintot Square	1 per hour	-
525	Southwater – The Weald School	Country Park	1 per hour	-

3.5 Rail Accessibility

3.5.1 The nearest railway station to the site is Christs Hospital railway station, located approximately 3km to the northwest of the site, which can be accessed via Downs Link. Christs Hospital railway station is served by Southern Rail.

3.5.2 From Christs Hospital railway station direct connections are possible to London Victoria, Bognor Regis and Barnham. A summary of railway journeys from Christs Hospital railway station are summarised in Table 3.2.

Table 3.2 Summary of Railway Services from Christs Hospital Station

Destination	Approx. Frequency	Approx. Journey Time
London Victoria	One service per hour	1 hour 8 minutes
Bognor Regis	One service per hour	42 minutes
Barnham	One service per hour	34 minutes

3.6 Public Transport Accessibility Index

3.6.1 The aim of calculating an Accessibility index (AI) of the existing public transport services available is to recognise and encourage development in proximity of good public transport networks, thereby helping to reduce transport-relating pollution and congestion. The development is seeking to obtain a BREEAM score of 'Excellent'.

3.6.2 The AI assessment uses the Tra 01 Calculator to provide an indicator of the accessibility and density of the public transport networks at a point of interest issue BREEAM credits in accordance with the building type being assessed. The AI is determined by entering the following information:

- The distance (m) from the main building entrance to each compliant public transport node;

- The public transport type(s) serving the compliant node (e.g. bus or rail);
- The average number of services stopping per hour at each compliant node during the standard operating hours of the building for a typical day.

3.6.3 In line with Tra 01, the development is classed within the 'Office/Industrial' category, and the existing bus services are located within 415m from the site respectively.

3.6.4 The Public Transport Accessibility Index of the site is summarised in Table 3.3.

Table 3.3 Public Transport Accessibility Index

Building Use	Default Hours	Accessibility Index Score
Office / Industrial	24/7	2.16

3.7 Summary

3.7.1 The sustainable location of the site reflects the requirements of the NPPF and local policy in ensuring that patterns of growth make the fullest possible use of walking, cycling, and public transport, and focus significant development in locations which are sustainable. The location of the site provides a realistic opportunity for future staff and visitors to utilise sustainable modes of travel to journey to and from the site, reducing the need for private car journeys.

4. Travel Plan Aims, Objectives and Benefits

4.1 Overarching Aim

4.1.1 The overarching aim of this FTP is to put in place the management tools to enable employees to make informed decisions about their transport options when travelling to and from the site, which at the same time minimises the adverse impacts of travel on the environment. This is achieved by setting out a strategy for eliminating barriers that keep employees from making use of sustainable modes of transport.

4.2 Objectives

4.2.1 The main objective of the FTP is to achieve a reduction in reliance upon single-occupancy car travel, where practically possible, to achieve fewer trips to and from the development than would otherwise be the case, in favour of sustainable modes.

4.2.2 The transport principles for the site reflect sustainable objectives which can be summarised under the following headings:

- Individual occupiers working together to promote sustainable and active travel to the site for all staff members working on the site;
- Promote sustainable transport choices for employees and visitors travelling to and from the site;
- Promote accessibility to the site by walking, cycling, public transport and car sharing;
- Increase the awareness of the environmental and social benefits of using alternative modes of transport; and
- For those that do drive, encouraging the use of electric vehicles through provision and ongoing monitoring of charging points.

4.2.3 It is intended that the objectives will be met by identifying and implementing initiatives that provide employees and visitors with a variety of travel choices and in doing so, reduce the need to travel by private car.

4.2.4 By meeting the objectives set out above, all TPS documents will comply with National and Local planning policy. The objectives will also provide focus and direction to the overarching FTP, leading to appropriate measures and targets being set.

4.3 Benefits

4.3.1 By meeting the objectives, the FTP and corresponding TPS documents will bring about the following benefits:

Employee Benefits

- Health benefits associated with walking and cycling, including reduced levels of stress and improved levels of overall well-being;
- The opportunity to save money by using alternatives modes of travel compared to the private car; and
- Improved quality and reliability of staff journeys to and from work.

Occupier Benefits

- An improved compliance within the planning context;
- A demonstration of any environmental credentials;
- Incentives to recruiting and retaining staff; and
- A healthier and more productive workforce.

Wide Community Benefits

- Ongoing reductions in vehicular generated traffic on the local highway network;
- Increasing patronage on existing public transport modes;
- Health benefits associated with walking and cycling; and
- A contribution towards overall reduction in travel emissions.

4.3.2 It is intended that these objectives will be met by identifying and implementing initiatives, as detailed in Chapter 8, that provide staff and visitors with a variety of travel choices and reduce the need to travel by private car.

4.3.3 By successfully implementing the objectives set out above, the site and future occupiers will fulfil its desire to achieve consistency with National and Local planning policy and facilitates accessibility by all available modes of travel to the site.

5. Travel Plan Targets

5.1 Overview

5.1.1 A key aim of the FTP is to increase awareness of more sustainable travel options and to encourage their use, with the objective of reducing demand for private car-based travel. The monitoring and review programmes put in place will enable the progress of the FTP to be checked and assessed in the context of specific targets.

5.2 Targets

5.2.1 Targets are the measurable goals by which progress will be assessed. This FTP sets out targets that all occupiers will seek to achieve within the individual TPS monitoring periods. There is merit in all targets being **SMART**; that is **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime related.

5.2.2 It is not until the initial travel questionnaire surveys have been completed, reviewed and analysed, that specific targets can be identified which will form the baseline information of future assessments of the success of the FTP. Once the initial travel questionnaire surveys have been undertaken, the FTP will be revised to contain finalised targets against which the success of the FTP can be judged.

5.2.3 For the purpose of this FTP, indicative baseline mode shares have been based on the 2011 Census dataset *'Location of Usual Residence and Place of Work by Method of Travel to Work'* for the Horsham 009 Middle Super Output Area (MSOA). The targets propose a 10% mode shift from single occupancy car driver trips to sustainable modes from the baseline over a 5-year period. Indicative targets are included in **Table 5.1**.

5.2.4 The monitoring programme will begin with the initial baseline staff travel questionnaire survey undertaken within 6 months occupation of respective units. Further surveys will be repeated in Year 3 and up to Year 5 to monitor progress towards the interim and final targets of each TPS and the FTP.

Table 5.1 Mode Share Targets

Target	Baseline Mode Share	Target Mode Share (Year 3)	Target Mode Share (Year 5)
To achieve fewer single occupancy vehicle trips to and from the site	78%	-5%	-10%
To promote and encourage car sharing as an alternative to SOV travel	5%	+1%	+3%
To promote and encourage the use of public transport as an alternative to SOV travel	4%	+1%	+2%
To promote and encourage walking as an alternative to SOV travel	10%	+2%	+3%
To promote and encourage cycling as an alternative to SOV travel	2%	+1%	+2%

6. Travel Plan Strategy

6.1 Overview

6.1.1 A Travel Plan Coordinator (TPC) will be appointed by each occupier upon occupation of respective units. TPCs will be responsible for overseeing the management, development, implementation, monitoring and review of each respective unit's TPS on behalf of the occupier.

6.2 Travel Plan Co-ordinator

6.2.1 The TPC will be a part time role, likely to be part of the daily admin role of the business. The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of the TPS. The responsibilities will include:

- Acting as a point of contact for all staff;
- Promoting the objectives and benefits of the FTP;
- Organising and coordinating the distribution of staff travel survey questionnaires to be undertaken on a biennial basis;
- Monitoring the success of the TPS against the targets and measures outlined in this FTP;
- Managing the implementation of the TPS measures;
- Reporting the results of the TPS monitoring to WSCC as necessary; and
- Where practical to do so, liaising with TPCs of other units to discuss the travel plan strategy in line with the principles of the FTP.

6.2.2 It will be the responsibility of each individual occupier to appoint their TPC.

6.2.3 The TPC will assign an appropriate level of input to the ongoing management of the TPS to ensure that obligations for monitoring and review are fully met.

6.3 Communication and Marketing

6.3.1 The TPC will need to ensure that the principles and initiatives within the FTP are fully understood and will act as the first point of contact for any Travel Plan related issues or queries. The TPC will also ensure that employees are given the opportunity to feedback on the success or otherwise of schemes implemented within the FTP.

6.3.2 Staff will be made aware of the FTP and their relevant TPS upon commencement of their employment. The following methods could be used as a means of communicating information to staff as well as promoting events / campaigns.

6.4 Remedial Measures

6.4.1 If the modal share targets are not met, the TPC will ensure that corrective measures are put in place through a review meeting to determine what measures can be taken to further reduce travel-related impact and achieve greater up-take of the measures and initiatives included within the FTP.

6.4.2 To achieve the required modal shift, remedial measures will be considered including identification and implementation of what measures can be taken to further reduce travel-related impacts and achieve a greater take up / reinforcement of measures included within the Framework Travel Plan and additional FTP measures to those already in place. Any remedial measures to be implemented will be agreed with the local authorities prior to implementation.

7. Monitoring and Review

7.1 Overview

7.1.1 A programme of monitoring and review will be implemented to generate information for which the success of the FTP can be evaluated. Monitoring and review will be the responsibility of the TPCs and will need to be both a progressive and a staged process.

7.2 Monitoring Strategy

7.2.1 To determine the success of the FTP in achieving the desired aims, a defined regular programme of monitoring will be required. The objective of the monitoring process is to regularly assess staffs' travel patterns, and identify when / if the plan, or elements of the Framework Travel Plan strategy, are not working and may need to be changed.

7.2.2 To monitor the progress of the FTP, the TPCs will distribute travel survey questionnaires to all employees, which will seek to identify current travel patterns and perceived barriers to using sustainable modes of transport.

7.2.3 The questionnaire surveys will be undertaken in a neutral month and carried out within 6 months of occupation to establish baseline travel patterns and travel habits. This baseline travel information would be provided to the local authorities within 3 months of completing the survey.

7.2.4 The modal split captured through the baseline questionnaire surveys will be used for monitoring purposes, whereby the results of future travel surveys will be compared with the results of the initial survey.

7.2.5 Following the initial travel questionnaire survey, the surveys will be repeated at the 3rd and 5th year anniversaries enabling a mode shift to be identified, as well as monitoring which the FTP measures are most effective in influencing travel behaviours to the site. The reissuing of the travel questionnaire surveys will also offer the opportunity to gather new information about wider attitudes to travel.

7.2.6 Monitoring the utilisation and demand for cycle parking and EV charging points would also be useful to judge whether the implementation or proportion of certain measures would benefit from modification.

7.3 Review

7.3.1 The TPC would provide a summary report from the travel surveys to the local authorities within 3 months of the date of the survey. The review report will include the following:

- The results of the staff travel survey questionnaire;

- Analysis of the results from data collection exercises in terms of performance against targets set;
- Details of the measures implement and any suggested changed to targets and measures as a result of the survey data; and
- Direct feedback from staff.

8. Sustainable Transport Measures

8.1 Overview

8.1.1 This chapter of the FTP outlines the specific physical and management measures to be implemented. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan. However, the list is not exhaustive and the TPCs are free to investigate other potential initiatives.

8.2 Promoting Walking

8.2.1 The benefits of walking will be promoted to all employees, albeit recognising that walking is not always an attractive option – for example staff travelling to or from work during the night-time (for early or late shifts) or during the winter months when daylight hours are limited.

8.2.2 The following measures are proposed in order to promote walking to and from the site:

- TPCs will provide staff and visitors with information and maps about walking routes to the site;
- TPCs will raise awareness of the health and well-being benefits of walking; and
- TPCs will encourage participation in 'Walk to Work Week' and / or other relevant events to encourage walking.

8.2.3 The following measures to encourage walking will include:

- Provision of map information showing links to local footpaths and walk routes to facilities in the area;
- Provision of changing facilities and storage areas for clothing/footwear within the site (albeit subject to end occupier fit-out requirements); and
- Provide information about the Go Jauntly app (www.gojauntly.com) - a service which allows users to plan their walks by locating green spaces and routes around them. Users can also create their own routes and share them with people they know.

8.3 Promote Cycling

8.3.1 The benefits of cycling as an alternative mode will be promoted to all staff, albeit recognising that cycling is only a realistic option for those living within a suitable cycle distance from the site. The merits of cycling to work can be actively promoted to those employees living within 5km of the site on this basis. It is further recognised that cycling is not always an attractive option – for example during winter months or in darkness.

8.3.2 The following measures are proposed in order to promote cycling to and from the site:

- Secure, covered and lit cycle parking in line with local authority parking standards will be provided within individual units for staff and accessibly located within the site for visitors.
- The utilisation for cycle parking for both staff and visitors will be monitored on a regular basis by respective TPCs to determine demand.
- TPCs will raise awareness of the health and well-being benefits for cycling;
- All staff will be provided with any available cycle orientated travel information such as maps of local cycle routes;
- TPCs will encourage participation in national and local cycle events such as 'Bike Week' or 'Cycle to Work Day' and / or other relevant events to encourage cycling;
- Introduction of tax efficient Cycle to Work scheme: www.cyclescheme.co.uk; and
- If demand is present, establish a Bicycle User Group (BUG) for employees on the site.

8.3.3 The Bicycle User Group would seek to bring together cyclists of varying levels of ability, allowing cyclists to share information on cycle maintenance, local cycling routes, safety and other relevant subject areas.

8.4 Promote Public Transport

8.4.1 The publicity, marketing and promotion of the public transport services will inform staff as to the benefits of travelling by bus and rail. Bus and rail timetable information and locations of bus stops / stations will be provided to staff. Journey Planner websites, smartphone applications (apps) and enquiry phone numbers will also be promoted through all relevant means.

8.4.2 The TPC will ensure that information distributed to employees remains up to date and that staff are informed of any changes to timetables, fares etc.

8.5 Car Sharing

8.5.1 Car sharing is an effective method of reducing congestion and car parking stress. Encouraging the uptake of car sharing provides the opportunity to reduce the number of cars on the road and therefore reduce the impact of car travel on the environment.

8.5.2 Each unit is to be provided with a designated car sharing parking bay.

8.6 Car Parking

8.6.1 TPCs will be responsible for reviewing and managing parking allocated to respective units and / or occupiers. The following measures will be undertaken to manage car parking:

- TPCs will keep an up-to-date record of employee vehicle registration details (and engine type) and will count parking occupancy as part of the annual monitoring, including utilisation of EV charging points; and

- TPCs may be able to use the above focus attention on employees who drive, seeking to (appropriately) challenge travel behaviour with the objective of encouraging a shift to sustainable modes of travel.

8.7 Other Initiatives

8.7.1 Other initiatives to be promoted by individual occupiers could include advertising job opportunities locally, so as to encourage people living within walking and cycling distance of the site to apply for positions at the respective units.

9. Action Plan

9.1 Overview

9.1.1 An Action Plan is provided in Table 9.1, which includes a summary of the FTP commitments and the timescales for undertaking each of these. The Action plan will need to be updated over the course of the monitoring period, with commitments added and removed as appropriate.

Table 9.1 Travel Plan Measures and Action Plan

Measure	Timescale	Responsibility
Appoint TPC	Prior to occupation of unit	Occupier
Provision of sustainable travel information	Upon occupation and updated as required	TPC
Completion of TPS with baseline traffic survey information and issue to the local authorities	Within 6 months of occupation	TPC
General promotion of sustainable travel opportunities	Ongoing	TPC
Provision of information related to walking and cycling routes in the area	Ongoing	TPC
Provision of cycle parking facilities for each unit	During construction	Developer
Provision of EV charging points for each unit	During construction	Developer
Monitor usage of staff cycle parking and EV spaces	Ongoing	Occupier / TPC
Undertake Year 3 staff travel questionnaire surveys	Year 3 anniversary of baseline survey	Occupier / TPC
Undertake Year 5 staff travel questionnaire surveys	Year 5 anniversary of baseline survey	Occupier / TPC
Update TPS with survey and monitoring findings for the preceding period and issue to the local authorities	Within 3 months of survey	TPC

10. BREEAM Compliance Checklist

10.1 Introduction

10.1.1 A checklist has been provided to indicate where and how each element's compliance with the Tra 01 and Tra 02 targets have been met.

10.2 BREEAM Compliance Checklist

10.2.1 A summary of the BREEAM compliance checklist regarding Tra 01 is provided in Table 10.1.

Table 10.1 BREEAM Compliance Checklist Tra 01

	Criteria	Achieved	Comments
1	During the feasibility and design stages, develop a Travel Plan based on a site-specific travel assessment or statement.	Yes	Travel Plan prepared
2	The site-specific travel assessment or statement covers as a minimum:		
2.a	Existing travel patterns and opinions of existing building or site users towards cycling and walking, identifying constraints and opportunities, if relevant	N/A	N/A
2.b	Travel patterns and transport impact of future building users	Yes	The transport impact is considered within the associated Transport Assessment
2.c	Current local environment for walkers and cyclists	Yes	Existing conditions in terms of accessibility is detailed in Chapter 3
2.d	Reporting of the number and type of existing accessible amenities within 500m of the site	Yes	Details of local amenities of accessibility is detailed in Chapter 3
2.e	Disabled access (accounting for varying levels of disability and visual impairment)	Yes	Disabled access is discussed within the Transport Assessment
2.f	Calculation of the existing public transport Accessibility Index (AI)	Yes	Accessibility Index summarised in Chapter 3
2.g	Current facilities for cyclists	Yes	Details of cycle routes detailed in Chapter 3 and details of proposed cycle facilities (measures) in Chapter 8
3	The Travel Plan includes proposals to increase or improve sustainable modes of	Yes	Details of measures to be implemented are contained in Chapter 8

	Criteria	Achieved	Comments
	transport and movement of people and goods during the building's operation and use		
4	If the occupier is known, involve them in the development of the travel plan.	No	Unknown at this stage
5	Demonstrate that the Travel Plan will be implemented post construction and be supported by the building's management in operation.	Yes	Required actions set out in and Action Plan within Chapter 9

10.2.2 Table 10.1 shows that all required criteria relating to Tra 01 have been reviewed. Therefore, there should be no reason why 1 credit should not be awarded for this element of the BREEAM assessment.

10.2.3 A summary of the BREEAM compliance checklist in relation to Tra 02 is provided in Table 10.2 below.

10.2.4 The criteria for meeting Tra 02 require the sustainable transport measures set out within the "BREEAM New Construction 2018" document (Table 7.4) to be identified. Based on the AI (Table 3.3) of 1 the credits achieved concerning Tra 02 are summarised in Table 10.2.

Table 10.2 Tra 02 Compliance Checklist & Points Met

Assessment Option	Points Available	Assessment Met (Y/N)	Points Achieved
1 – AI > 18	1	N	0
2 – Increase of AI	2/3	N	0
3 – On-site information on Public Transport and transport infrastructure	1	Y	1
4 – EV charging provision	1	Y	1
5 – Car Sharing scheme implemented	1	N	0
6 – Consultation with LA	2	N	0
7 – Cycle storage provision	1	Y	1
8 – Provision of showers / lockers	1	N	0
9 – At least 3 existing amenities are accessible	1	Y	1
10 – One new amenity is provided	2/3	N	0
11 – Implementation of one site specific measure (reviewed by BRE)	1-3	N	0
		Total Points	4

10.2.5 Based on the credits achieved against the criteria set out in Table 7.3 of the BREEAM Technical Manual (2018), it is concluded that **4 credits** can be awarded for this element of the BREEAM assessment.

Chancerygate Horsham Limited

Former Sony Site, Southwater Business Park, Southwater

Framework Travel Plan

mode
transport planning

APPENDICES

mode
transport planning

APPENDIX A

Travel Plan Statement

mode
transport planning

Travel Plan Statement

Southwater Business Park

This Travel Plan Statement (TPS) has been prepared as a template for completion by occupiers of the Southwater Business Park, Horsham, West Sussex. It is intended that this statement is secured by a condition and that occupiers complete this TPS and in accordance with the Framework Travel Plan (FTP).

This TPS includes details of the Travel Plan Coordinator (TPC) nominated and funded by the occupier. Details of the TPC responsibilities are outlined in this TPS including the completion of travel surveys and monitoring provided at the end of this TPS, for provision to the local authorities, if required.

Occupier Details (Development premises only)

Criteria	Details
Date of occupation and unit no.	
Business trading name	
Description of business operations	
Number of staff (part time / full time)	
Number of allocated parking spaces	
Any known disability requirements	

TPC Details

Criteria	Details
TPC name	
TPC job title	
TPC email address	
TPC phone number	

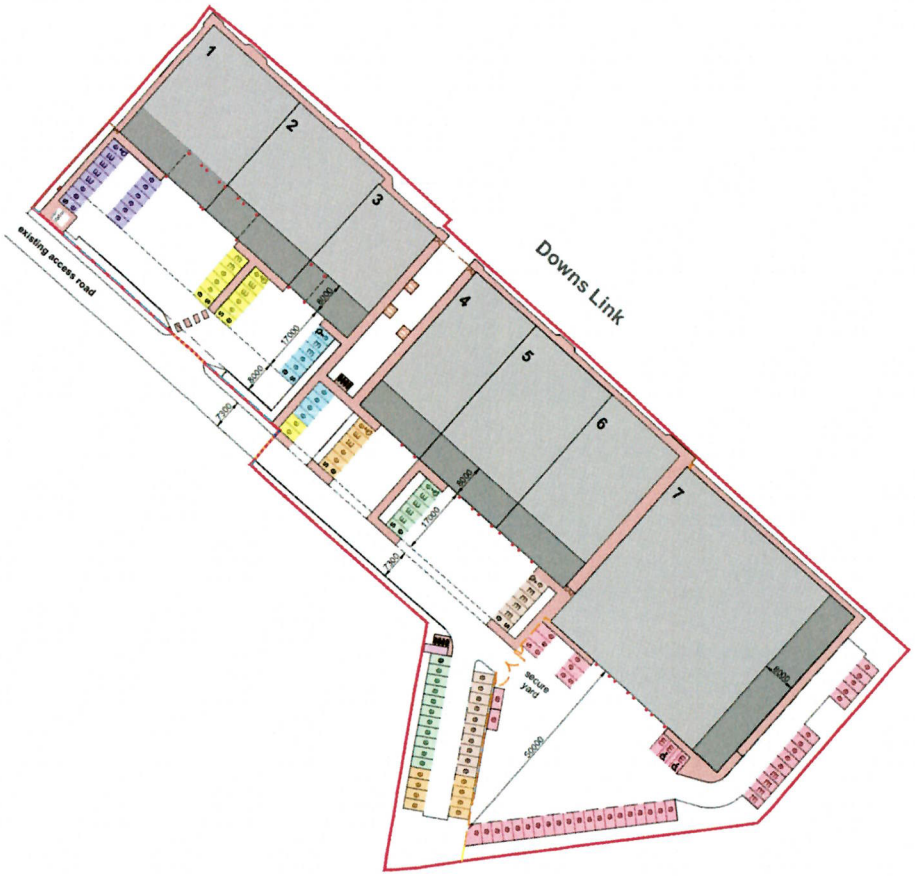
Occupier and TPC Commitment to TPS Implementation

Criteria	Details
TPC name, signature and date	
Management, signature and date	

1. The Development

The development comprises 7 industrial units with 130 car parking spaces. The site layout is shown on Figure 1.

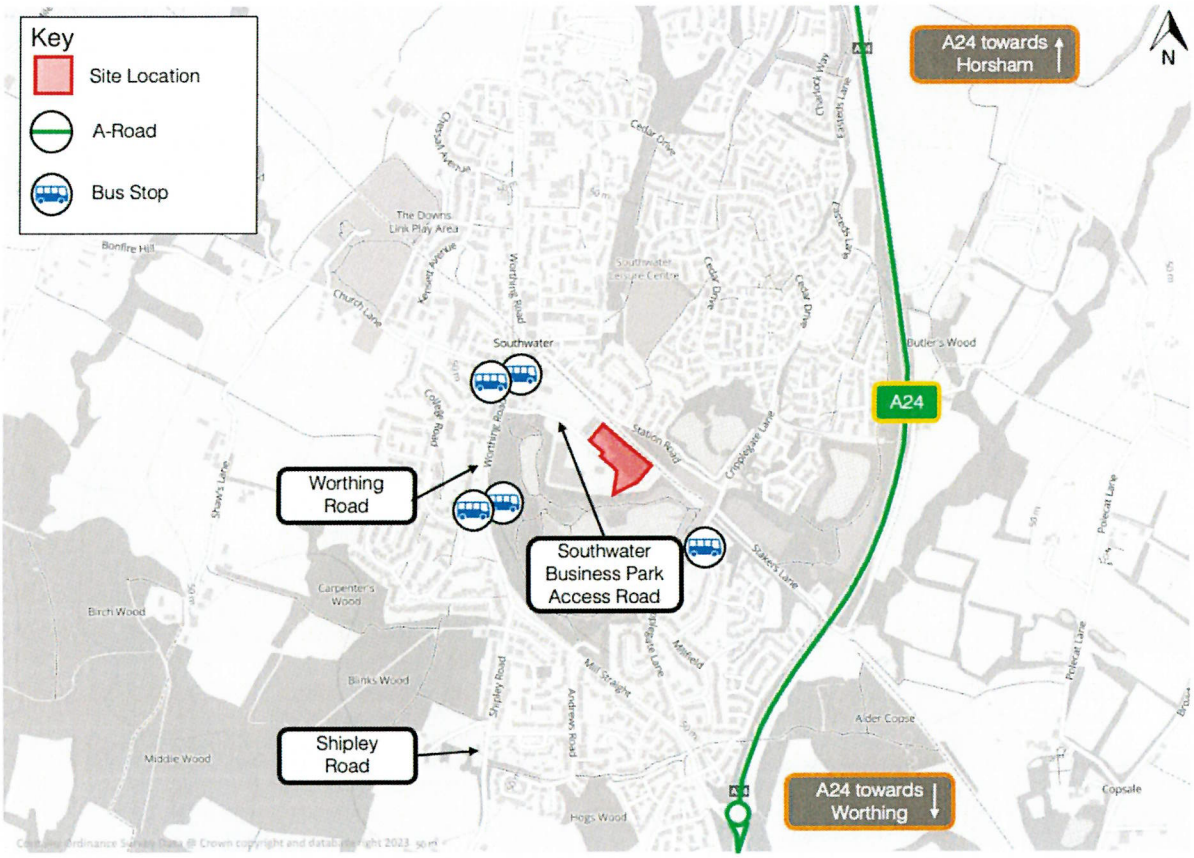
Figure 1 Layout of the Development



2. Site Location

The location of the site is shown on Figure 2.

Figure 2 Site Location



3. Available Walking and Cycle Connections

Pedestrian access to the site can be made from Worthing Road via the footpaths along the access roads leading to the site. There is a pelican crossing directly north of the Southwater Business Park / Worthing Road junction. The existing footpaths extend along both sides of the Southwater Business Park for the entirety of its extent.

Downs Link is a bridleway that runs parallel to the north of the site and provides a route from Worthing Road to Cripplegate Lane. Downs Link extends a further 3km east beyond Worthing Road, providing access to Christs Hospital.

The surrounding carriageways are of sufficient width to accommodate for both cyclists and vehicles to utilise the roads simultaneously.

Destinations such as Horsham (approximately 4.75km), Christ's Hospital (approximately 2.8km) and Littlehaven (approximately 6.6km) can all be reached within a 25 minute cycle from the site.

The nearest National Cycle Network (NCN) route is NCN route 223, which runs directly to the east of the site along Downs Link. NCN route 223 provides a connection to Chertsey to the north and to Shoreham-by-Sea to the south.

4. Available Public Transport Services

The nearest bus stops to the site are the Tipsy Fox bus stops located along Worthing Road, approximately 300m northwest of the site. There are a further two bus stops located on Worthing Road which are located approximately 450m west of the site.

A summary of the bus services available from the bus stops located on Worthing Road are summarised in the table below.

Available Bus Services

Bus No.	Route	Bus Stop	Peak Hour Frequency	
			AM	PM
23	Crawley - Worthing	Tipsy Fox	1 per hour	1 per hour
98	Roffey - Southwater	Lintot Square	3 per hour	3 per hour
626	Southwater – Tanbridge House School	Lintot Square	1 per hour	-
525	Southwater – The Weald School	Country Park	1 per hour	-

The nearest railway station to the site is Christs Hospital railway station, located approximately 3km to the northwest of the site, which can be accessed via Downs Link. Christs Hospital railway station is served by Southern Rail.

Rail Services from Christs Hospital Station

Destination	Approx. Frequency	Approx. Journey Time
London Victoria	One service per hour	1 hour 8 minutes
Bognor Regis	One service per hour	42 minutes
Barnham	One service per hour	34 minutes

5. TPS Objectives and Benefits

1. For individual occupiers to work together in promoting sustainable and active travel to the site for all staff members and end-users;
2. Promote sustainable transport choices for employees and visitors travelling to and from the site;
3. Promote accessibility to the site by walking, cycling, public transport and car sharing;
4. Increase the awareness of the environmental and social benefits of using alternative modes of transport; and
5. For those that do drive, encouraging the use of electric vehicles through provision and ongoing monitoring of charging points.

By meeting the above objectives, the following benefits are expected to be brought about:

Employee benefits:

- Health benefits associated with walking and cycling, including reduced levels of stress;
- The opportunity to save money by using alternative modes of travel to the car; and
- Improved quality and reliability of employee journeys to and from work.

Occupier benefits:

- An improved compliance within the planning context;
- A demonstration of any environmental credentials;
- An incentive to recruiting and retaining employees; and
- A healthier and more productive workforce.

Wider community benefits:

- On-going reductions in vehicular generated traffic on the local highway network;
- Increasing uptake on existing public transport modes;
- Health benefits associated with walking and cycling; and
- A contribution towards overall reduction in travel emissions.

6. TPS Mode Share Targets

Targets are the measurable goals by which progress will be assessed. The FTP sets out travel mode share targets that all occupiers should seek to achieve within their TPS monitoring periods.

The baseline mode split figures for employees will be established from the results of the initial baseline employee travel questionnaire survey. Year 3 and Year 5 targets have been adopted as per the FTP. These are referenced below.

Target	Baseline Mode Share	Target Mode Share (Year 3)	Target Mode Share (Year 5)
To achieve fewer single occupancy vehicle trips to and from the site	78%	-5%	-10%
To promote and encourage car sharing as an alternative to SOV travel	5%	+1%	+3%
To promote and encourage the use of public transport as an alternative to SOV travel	4%	+1%	+2%
To promote and encourage walking as an alternative to SOV travel	10%	+2%	+3%
To promote and encourage cycling as an alternative to SOV travel	2%	+1%	+2%

The baseline mode split figures for employees will be established from the results of the initial baseline employee travel questionnaire surveys, enclosed within this TPS.

7. TPC Responsibilities

The TPC is a part-time role (likely to be part of a day-to-day admin role of the business) whose responsibilities include:

- Acting as a point of contact for all employees;
- Making employees aware of the existence of the FTP and this TPS, for example through use of notice boards, newsletters, employee travel packs or e-groups / forums;
- Managing the development and implementation of the TPS measures;
- Promoting the objectives and benefits of the TPS;
- Monitoring the success of the TPS against the targets and measures outlined in the FTP; and Reporting the results of the TPS monitoring to Officers at South Gloucestershire Council as necessary.

8. Measures and Initiatives

Walking:

- TPCs will provide staff and visitors with information and maps about walking routes to the site;
- TPCs will raise awareness of the health and well-being benefits of walking; and
- TPCs will encourage participation in 'Walk to Work Week' and / or other relevant events to encourage walking.
- Provision of map information showing links to local footpaths and walk routes to facilities in the area;
- Provision of changing facilities and storage areas for clothing/footwear within the site (albeit subject to end occupier fit-out requirements); and
- Provide information about the Go Jauntly app (www.gojauntly.com) - a service which allows users to plan their walks by locating green spaces and routes around them. Users can also create their own routes and share them with people they know.

Cycling:

- Secure, covered and lit cycle parking in line with local authority parking standards will be provided within individual units for staff and accessibly located within the site for visitors.
- The utilisation for cycle parking for both staff and visitors will be monitored on a regular basis by respective TPCs to determine demand.
- TPCs will raise awareness of the health and well-being benefits for cycling;
- All staff will be provided with any available cycle orientated travel information such as maps of local cycle routes;
- TPCs will encourage participation in national and local cycle events such as 'Bike Week' or 'Cycle to Work Day' and / or other relevant events to encourage cycling;
- Introduction of tax efficient Cycle to Work scheme: www.cyclescheme.co.uk; and
- If demand is present, establish a Bicycle User Group (BUG) for employees on the site.

Public Transport:

- The publicity, marketing and promotion of the public transport services will inform staff as to the benefits of travelling by bus and rail. Bus and rail timetable information and locations of bus stops / stations will be provided to staff. Journey Planner websites, smartphone applications (apps) and enquiry phone numbers will also be promoted through all relevant means.
- The TPC will ensure that information distributed to employees remains up to date and that staff are informed of any changes to timetables, fares etc.

Car Sharing:

- Car sharing is an effective method of reducing congestion and car parking stress. Encouraging the uptake of car sharing provides the opportunity to reduce the number of cars on the road and therefore reduce the impact of car travel on the environment.

Management of Car Parking:

TPCs will be responsible for reviewing and managing parking allocated to respective units and / or occupiers. The following measures will be undertaken to manage car parking:

- TPCs will keep an up-to-date record of employee vehicle registration details (and engine type) and will count parking occupancy as part of the annual monitoring, including utilisation of EV charging points; and
- TPCs may be able to use the above focus attention on employees who drive, seeking to (appropriately) challenge travel behaviour with the objective of encouraging a shift to sustainable modes of travel.

Other initiatives:

Other initiatives to be promoted by individual occupiers could include advertising job opportunities locally, so as to encourage people living within walking and cycling distance of the site to apply for positions at the respective units.

9. Monitoring and Reporting

The monitoring programme will begin with the initial baseline employee travel questionnaire survey, which will be undertaken within 3 months of occupation of the units.

Following the baseline survey, the travel questionnaire surveys will be repeated in Years 3 and 5, enabling a mode shift to be identified as well as offering the opportunity to gather new information about wider attitudes to travel.

Monitoring of the following will also be useful to judge whether the implementation or proportion of certain measures would benefit from modification. The following factors will be monitored as part of the programme:

- The utilisation and demand for cycle parking;
- Usage of the allocated car park spaces to be able to inform ongoing measures aimed at reducing car use, including utilisation of EV charging points; and
- Comments received from employees relating to the operation and implications of the TPS.

An annual TPS review will be undertaken for a period of 5 years following the occupation of respective units, as per the following Sections 10 to 13. This will outline the results of the monitoring in the preceding period, year on year. The updated TPS with this information included should, if necessary, then be submitted to the local authorities if necessary.

10. Employee Travel Questionnaires

The following annual employee travel questionnaire is to be completed in this TPS (as per the below). The questionnaire simply asks:

"What is your main method of travel to work, most of the time?"

This can be undertaken as the occupier find suitable, provided this is undertaken within 3 months of each year (or within 3 months following occupation) and that this includes for all staff wherever practical (with the form filled in with numbers of staff per column who use this method of travel to work).

Annual Survey	Drive by myself	Car share	Public transport	Cycle	Walk	Motorcycle
At occupation						
Year 3						
Year 5						

11. Car and Cycle Parking Count

An annual count of car and cycle parking is to be completed in this TPS (as per the below) at the same time as the employee travel questionnaire.

This can be undertaken as the occupier find suitable, provided this is undertaken within 3 months of each year (or within 3 months following occupation) and corresponds with a spot check undertaken at peak times of usage.

Annual Survey	Car Parking Space		Electric Vehicle Parking Spaces		Cycle Parking Spaces	
	No. spaces available	No. spaces used	No. spaces available	No. spaces used	No. spaces available	No. spaces used
At occupation						
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						

12. Mode Shift Monitoring

Based upon the results of the annual employee travel questionnaires, the percentage of employees who 'drive by myself' should be recorded in the following table and considered against the 3-year and 5-year target:

Annual Survey	Target	Actual
At occupation	As per first survey	As per first survey
Year 1	As per first survey	
Year 2	As per first survey	
Year 3	As per first survey less 5%	
Year 4	As per Year 3	
Year 5	As per Year 3 less 5%	

13. Reporting on Measures and Employee Feedback

Any general commentary on challenges or successes with travel planning measures should be noted in the following table as part of the annual monitoring, including any employee feedback.

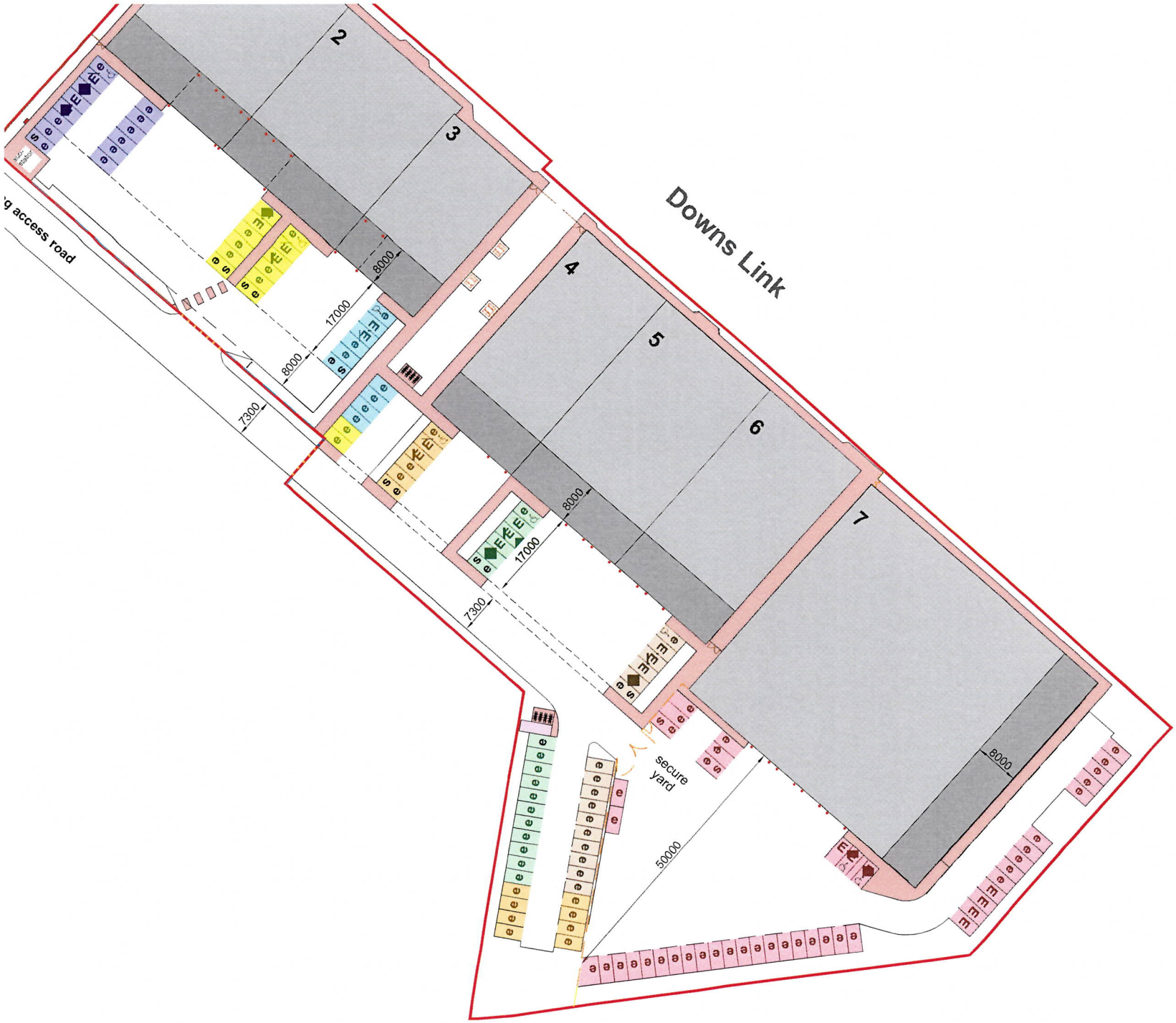
Annual Survey	Commentary

At occupation	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	

mode
transport planning

APPENDIX B

Site Layout


Downs Link
g access road
2
3
4
5
6
7
8000
17000
8000
7300
8000
17000
7300
secure
yard
50000
8000

mode
transport planning

APPENDIX C

Cycle Map

Southwater/Copsale

ROUTE 1

Mainly Road

Route A Beginners	**4¾ miles (7.64 km)**	**¾ hour**
Route B Beginners	**5¾ miles (9.25 km)**	**1 hour**
Route C Intermediate	**16¾ miles (26.95 km)**	**2¼ hours**

Map - Explorer 134 Crawley & Horsham

This route uses mainly country lanes and the Downs Link Bridleway. It passes through farmland and provides excellent views of the very rural area around Southwater. This route can also be accessed from Horsham using the cycle route from Chesworth Lane to Southwater.



1. Start at Southwater Country Park Visitor Centre car park, Cripplegate Lane (GR162259). Join the Downs Link at the car park and continue to Southwater Village Centre.

2. Turn right onto the Worthing Road.

3. Continue for 1 mile (1.60 km) until you reach a small roundabout. Go straight over. Turn right 45 metres past the next small roundabout onto Southwater Street and over the A24.

4. You now have several choices of route:

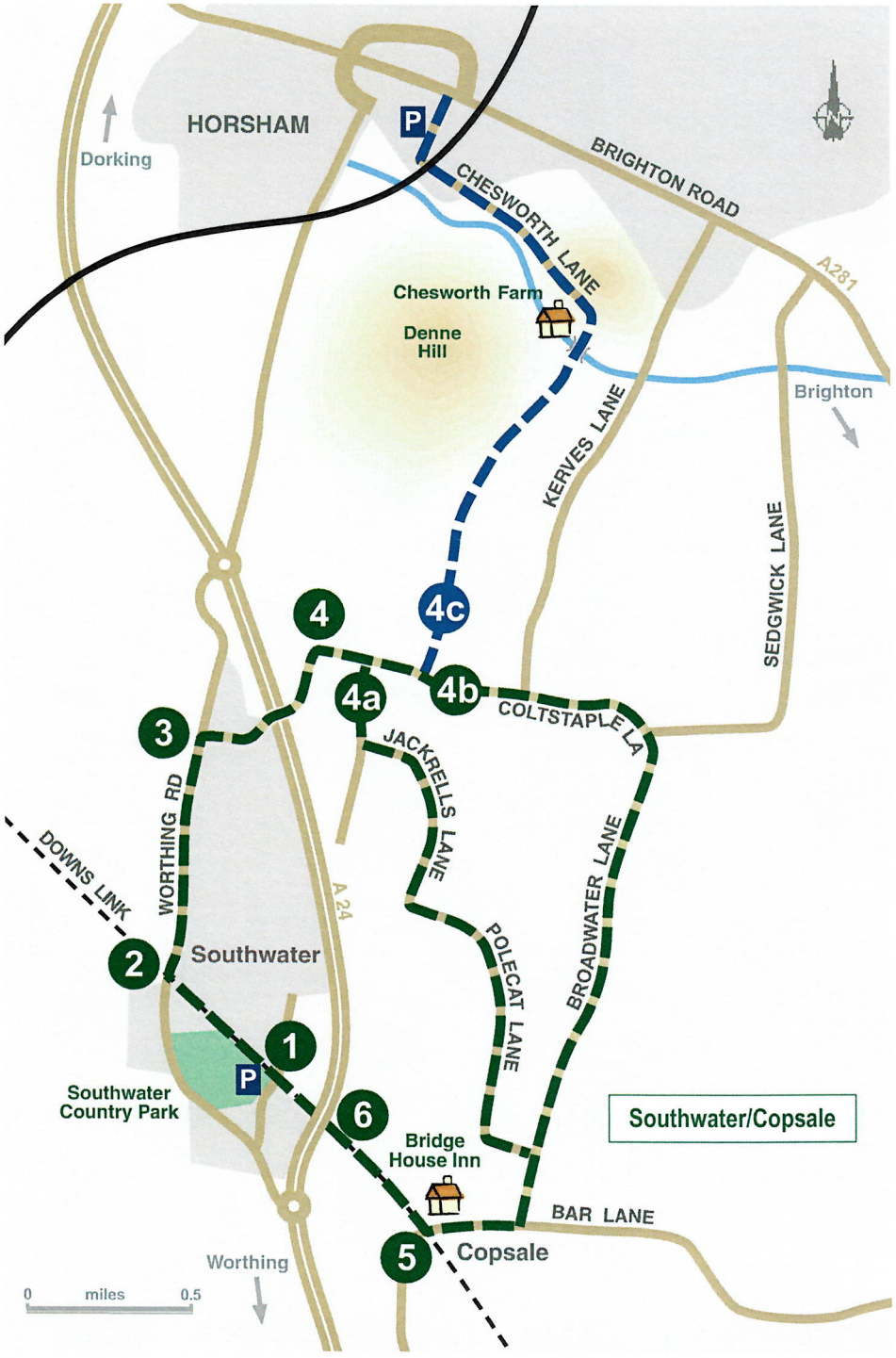
Either: a.Turn right down Reeds Lane, then left into Jackrells Lane and left again into Polecat Lane. Just before Copsale, Polecat Lane joins Broadwater Lane.

or: b. Continue along Coltstaple Lane and after about 1 mile (1.60 km) turn right into Broadwater Lane (take care at this very steep right hand turning). This route can be busy at peak times. Continue along Broadwater Lane to Copsale

or: c. Continue along Coltstaple Lane for 365 metres until you reach the cycle route to Horsham which is signed to your left. This can be used for an excursion to Horsham town or an alternative start and finish point from Horsham. If doing this, descend through Chesworth Farm into Chesworth Lane and into the town.

5. At Copsale, turn right into Bar Lane. Just past The Bridge House Inn, turn right onto the Downs Link.

6. Go under the A24 and onto Stakers Lane and return to Southwater Country Park Visitor Centre Car Park.



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