



Saint Hill Events, East Grinstead

Travel Plan

Carnegie Architects

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1 Introduction

1.1.1 Pelham Transport Consulting have been commissioned by Carnegie Architects to prepare a Travel Plan (TP) in respect to the to the planning application for event car parking at Saint Hill, East Grinstead.

1.2 Aims

1.2.1 The aim of the plan is to set out a strategy to promote and encourage the use of sustainable transport measures that will be acceptable and effective to achieve an annual reduction of 2.5% single car use with 10% over 5 years.

1.3 Report Structure

1.3.1 The report has been prepared by Pelham Transport Consulting (PTC) and is structured as follows:

- Chapter 2 Definition and Objectives of the Travel Plan– what is a travel plan and what does it promote.
- Chapter 3 Existing Transport Conditions– sustainable transport provision surrounding the site.
- Chapter 4 Event Travel Initiatives – a review of existing events and outline of sustainable travel initiatives.
- Chapter 5 Promotional Strategy – proposed measures to promote sustainable transport modes.
- Chapter 6 Cycling and Walking Strategy – proposed measures to encourage cycling and walking.
- Chapter 7 Public Transport Strategy – proposed measures to encourage the use of public transport.
- Chapter 8 Car and Parking Strategy – proposed measures to reduce single occupancy car use.
- Chapter 9 Target and Action Plan – how and when a target and action plan should be developed to meet the targets set out in the plan.

2 Definition and Objectives of the Travel Plan

2.1 Introduction

- 2.1.1 A TP is a long term management strategy for an organisation, site or area, which aims to promote the use of sustainable modes of transport. A TP also aims to provide the user with choice and alternatives to single occupancy car use; the overall aim of a TP is to reduce dependence on the private car and its use for single occupancy trips.

2.2 The Travel Plan

- 2.2.1 TP's are increasingly important in delivering sustainable development, and for this site, provide an important integrated element to the development proposals.
- 2.2.2 Although this TP is for the proposed redevelopment of the centre any of the measures proposed will seek to be of benefit to other users in the surrounding area.
- 2.2.3 The various measures proposed in this TP provide an effective mix which could achieve at least an annual reduction of 2.5% single car use with 10% over 5 years modal shift away from single occupancy car use.

2.3 Travel Plan Objectives

- 2.3.1 The objectives of the TP are:
- 2.3.2 To achieve at least a 2.5% single car use with 10% over 5 years modal shift away from single occupancy car use;
- To raise awareness of sustainable transport options, and to encourage individuals to change their travel behaviour and attitudes towards sustainable means of transport;
 - To increase the use of alternative modes of transport over the single occupancy private car; including walking, cycling and public transport;
 - To improve the health of staff and visitors through increased walking and cycling; and,
 - To ensure that the plan is continually monitored and travel behaviour reviewed.
- 2.3.3 These objectives will be achieved through a range of initiatives including:
- Implementing this TP, supported by West Sussex County Council;
 - Supporting a wide range of initiatives that encourage the use of sustainable means of transport.
 - Raising the profile of measures outlined in the TP through effective promotion on site.

2.4 Travel Plan Implementation

Introduction

- 2.4.1 The TP must be implemented effectively to ensure its success. The TP should be regularly monitored and reviewed to see if travel behaviour is influenced by the measures employed.

Travel Plan Coordinator

- 2.4.2 A TP Coordinator will be appointed who will be responsible for implementing and updating the. The TP Coordinator for the medical centre and industrial units will be confirmed at the pre-commencement stage of the development.
- 2.4.3 The appointment of a TP coordinator is key to the effective implementation and successful continuation of a TP. Without the commitment and enthusiasm of the TP coordinator the TP will not succeed. Therefore it is vital to get this appointment right to ensure that optimal results are delivered from the TP.
- 2.4.4 The Coordinator will be required to conduct site surveys and assessments on a regular basis. The coordinator will also need to consult with staff and visitors to ensure that everyone is aware of the facilities and measures put forward as part of the plan.

Review and Monitoring

- 2.4.5 The TP should be a living document, reviewed and updated throughout the planning process and at least annually following inception to ensure changes in travel behaviour are identified. The review process will be led by the TP coordinator.
- 2.4.6 A travel survey has already conducted for the site to determine existing travel behaviour and modal splits of journeys for staff of the medical centre. On site opening the base line visitor mode split will be confirmed by a hands up survey taken by each event organiser at the start of each session and collated by the TP coordinator.
- 2.4.7 The travel and hands up survey will be repeated annually to review modes of transport and compared to that of past surveys. If transport provisions to and from the site change then it is likely that travel behaviour will change, therefore it is important to conduct this exercise. The travel and hands up survey can also be used to identify whether the current measures are sufficient to achieve targets of the TP and to identify whether modifications are required.
- 2.4.8 The TP will be updated annually following analysis of the staff travel surveys. And visitor hands up survey. Updated TP will be submitted to the County Council for a period of 5 years.

3 Existing Transport Conditions

3.1 Site Location

- 3.1.1 The site is situated on Saint Hill Road connecting to the West Hoathly Road to the south and the B2110 Turners Hill Road to the north. The site lies 2.5km southwest of the town centre of East Grinstead in West Sussex. A site location plan is shown on Figure 3.1 below.

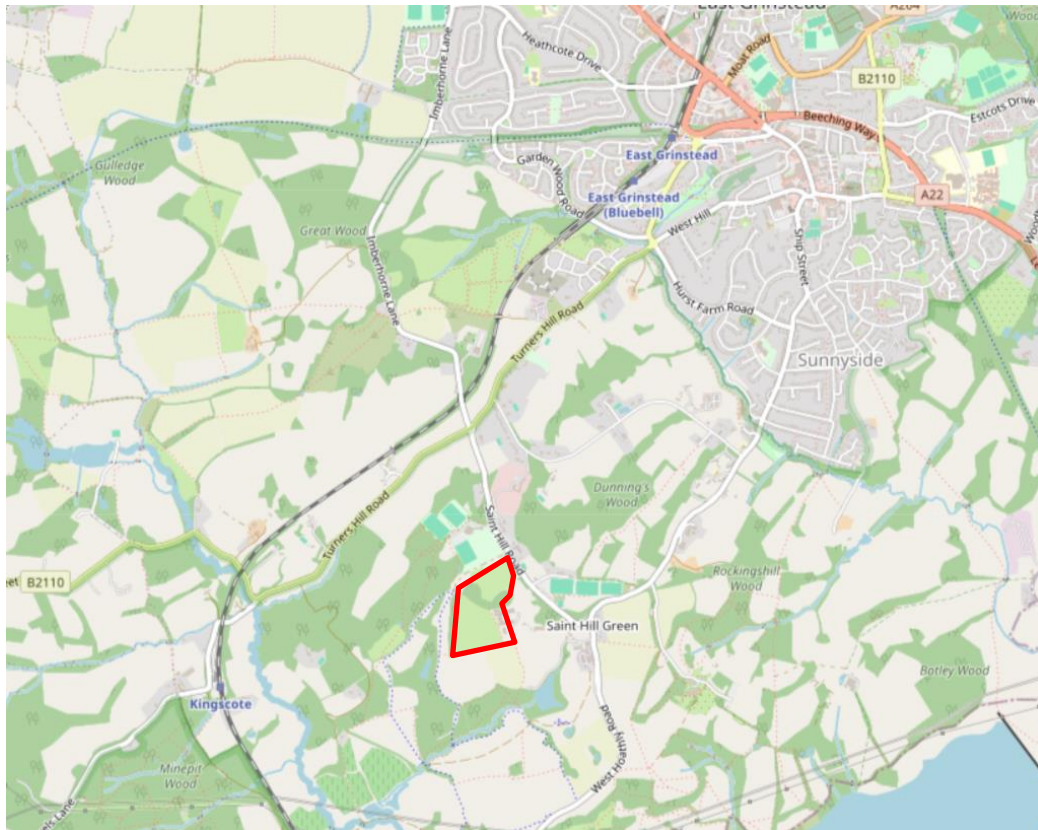


Figure 3.1 Site Location Plan

3.2 Current Site Use and Access

- 3.2.1 There are currently a number of events that take place on Juhring Field and Hobbs Field, which is adjacent to Saint Hill Manor used by the International Association of Scientologists (IAS). The events include the annual IAS celebratory event and other community events such as the Spring Fair, Christmas Lights and Easter Egg Hunt. The events are currently held on Hobbs Field with Juhring Field used for overflow parking, there is currently no permanent infrastructure provision for car parking or events on the fields apart from a temporary trackway where there are issues in wet conditions.

- 3.2.2 Adjacent to the site is Saint Hill Church of Scientology and Saint Hill Manor that has a 132 space car park with 4 disabled bays. An access on West Hoathly Road leads to a parking area for 6 coaches. Opposite the site entrance is East Grinstead Rugby Club with parking for approximately 130 cars including 2 disabled spaces. Next to the site is East Grinstead Sports Club with parking for approximately 180 cars.
- 3.2.3 The current site access is approximately 5.7m wide with a bellmouth access with evidence of a gravel being laid however this has worn away overtime leaving a mix of soil and gravel and some ponding exists at the entrance. There is no drainage and this can cause issues in wet weather. A google streetview image shows the access from Saint Hill Road on Figure 3.2 below. The access was previously approved under planning permission **GR/061/79** Construction of vehicular and pedestrian access for agricultural purposes.



Figure 3.2 Site Access from Saint Hill Road looking north

- 3.2.4 Visibility from the site access is limited by trees and hedges and vehicles will need to edge out into the carriageway which currently could be a hazard for approaching vehicles at high speeds. This is shown on Figure 3.3 and 3.4 below.



Figure 3.3 Site Access visibility looking north



Figure 3.4 Site Access visibility looking south

- 3.2.5 The current site access has a gate and barrier 14.3m from the boundary with Saint Hill Road. To the left is the entrance to Juhring Field currently used for event parking. The track continues west along the edge of Juhring Field as. This is shown in the photo in Figure 3.5 and 3.6 below.



Figure 3.5 Site Access looking west from access



Figure 3.6 Track entrance with start of temporary trackway

3.2.6 The temporary metal tracked road is shown on Figure 3.7 leading to Hobbs Field.



Figure 3.7 Temporary trackway to Hobbs Field

3.2.7 Saint Hill currently hold events throughout the year as follows:

- Easter Egg Hunts (March/April) 3,000
- Spring Fayre (May) 2,000
- Medieval Fayre (May) 1,600
- Arts Festival (July/August)
- Jive Aces Summer Time Swing (August) 1,500
- IAS Humanitarian Event (October) 5,000
- Charity Gala Concert (November)
- Bonfire Night (November)
- Saint Hill Christmas Light Switch-on (November) 2,000

3.3 Existing Sustainable Transport Accessibility

- 3.3.1 The site is located on the outskirts of East Grinstead within the High Weald AONB (Area of Outstanding Natural Beauty). The currently access to the site is on Saint Hills Road on a field gated access designed for an occasional vehicle for maintenance purposes. There are no footways on Saint Hill Road from the access but there are registered footpaths leading from the north of the site access to East Grinstead Sports Club., this then connects to surrounding footpath routes. There are further footpath routes from Hobbs Field connecting to the Dears Leap Main Track a local mountain bike route. Details are shown of Figure 3.8 below.
- 3.3.2 The site is located 2.5km from NCN (National Cycle Network) 21 that leads from Greenwich to Eastbourne. There is a local mountain bike route Deers Leap Park to the south of the site. Details are shown of Figure 3.9 below.
- 3.3.3 The nearest bus stops are on West Hoathly Road 550m from the site. The bus stop is serviced by Route 84 that runs between Crawley and East Grinstead with a service every 2 hours. A timetable and bus route map is contained in Appendix A.
- 3.3.4 The walking distance to the local area can be shown on the pedestrian isochrone map for a 30 minute journey on Figure 3.10 below. The cycle distance for a 30 minute journey is shown on Figure 3.11 below. The distance that can be reached by a bus in a 30 minute journey is shown on Figure 3.12 below.
- 3.3.5 East Grinstead Train station is situated 2.8 km northeast from the site and accessible by cycling or bus. East Grinstead offers Southern service trains to London Victoria, London Bridge and St Pancras International. London Victoria journey takes approx. 56 mins, there are two am peak services to London Victoria, returning services at pm peak times run every 30 mins from London Victoria. Timetables and a rail network map can be found in Appendix A



Figure 3.8 Local Footpaths

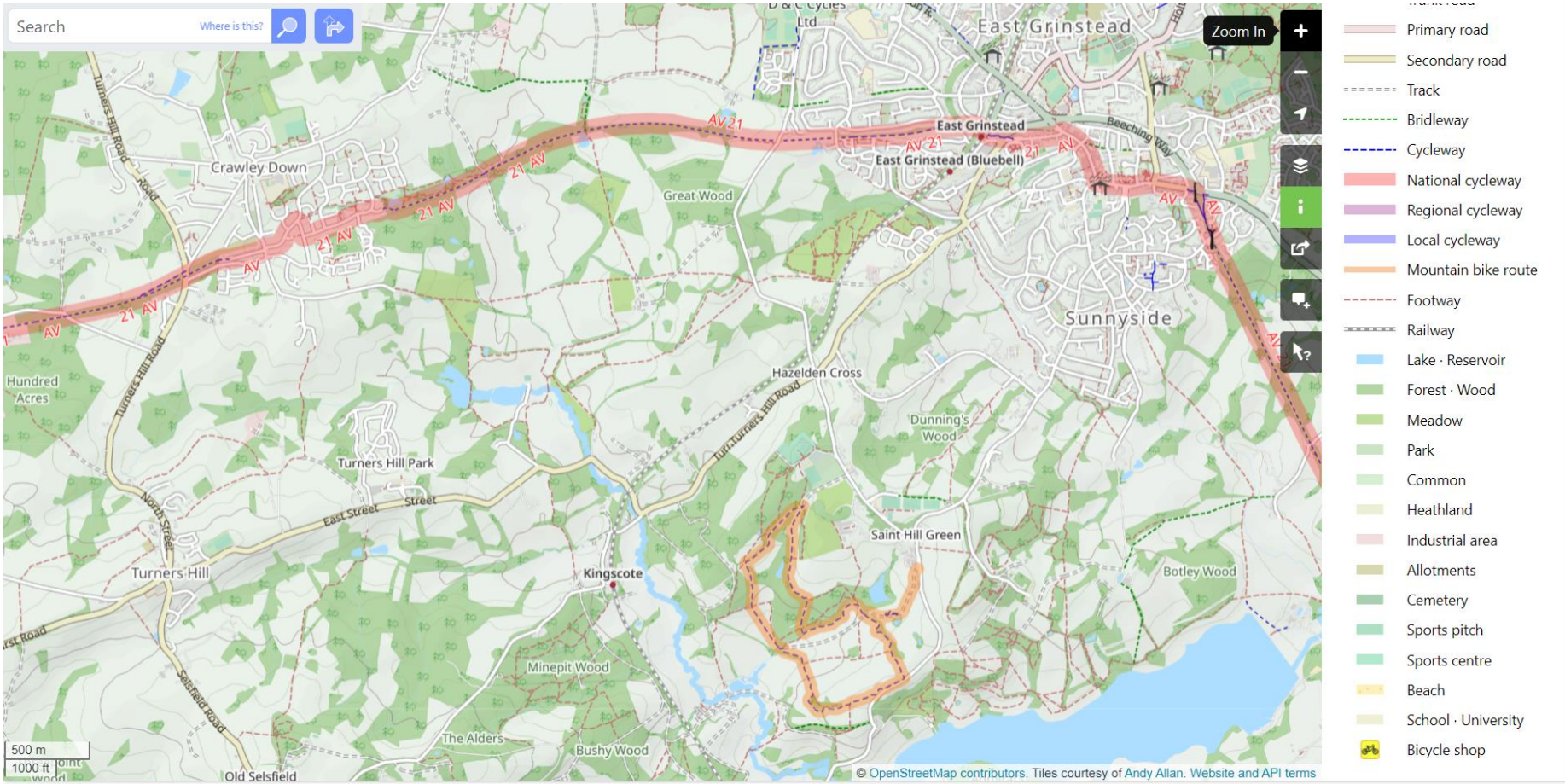


Figure 3.9 Local Cycleways

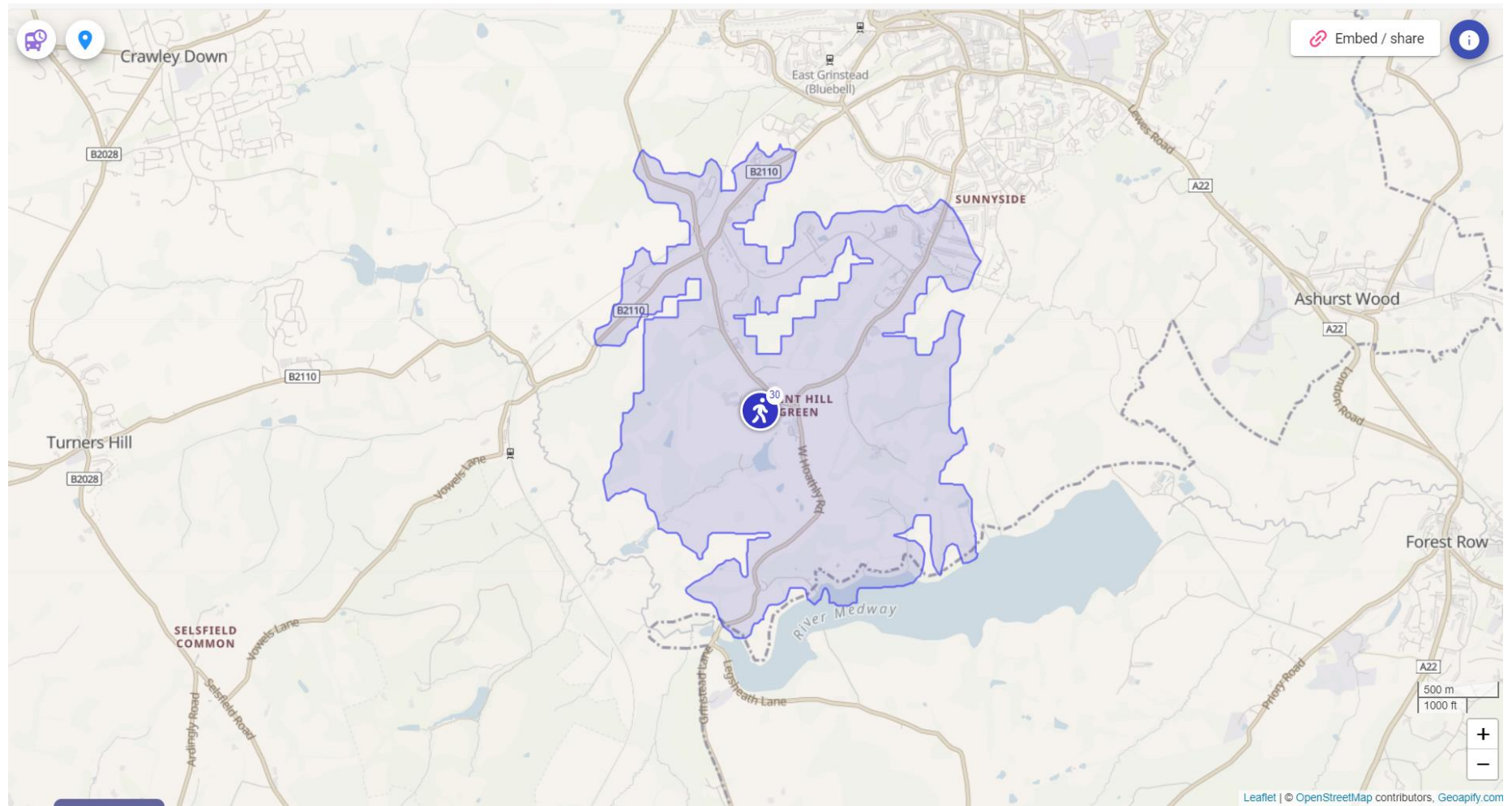


Figure 3.10 Pedestrian Isochrone

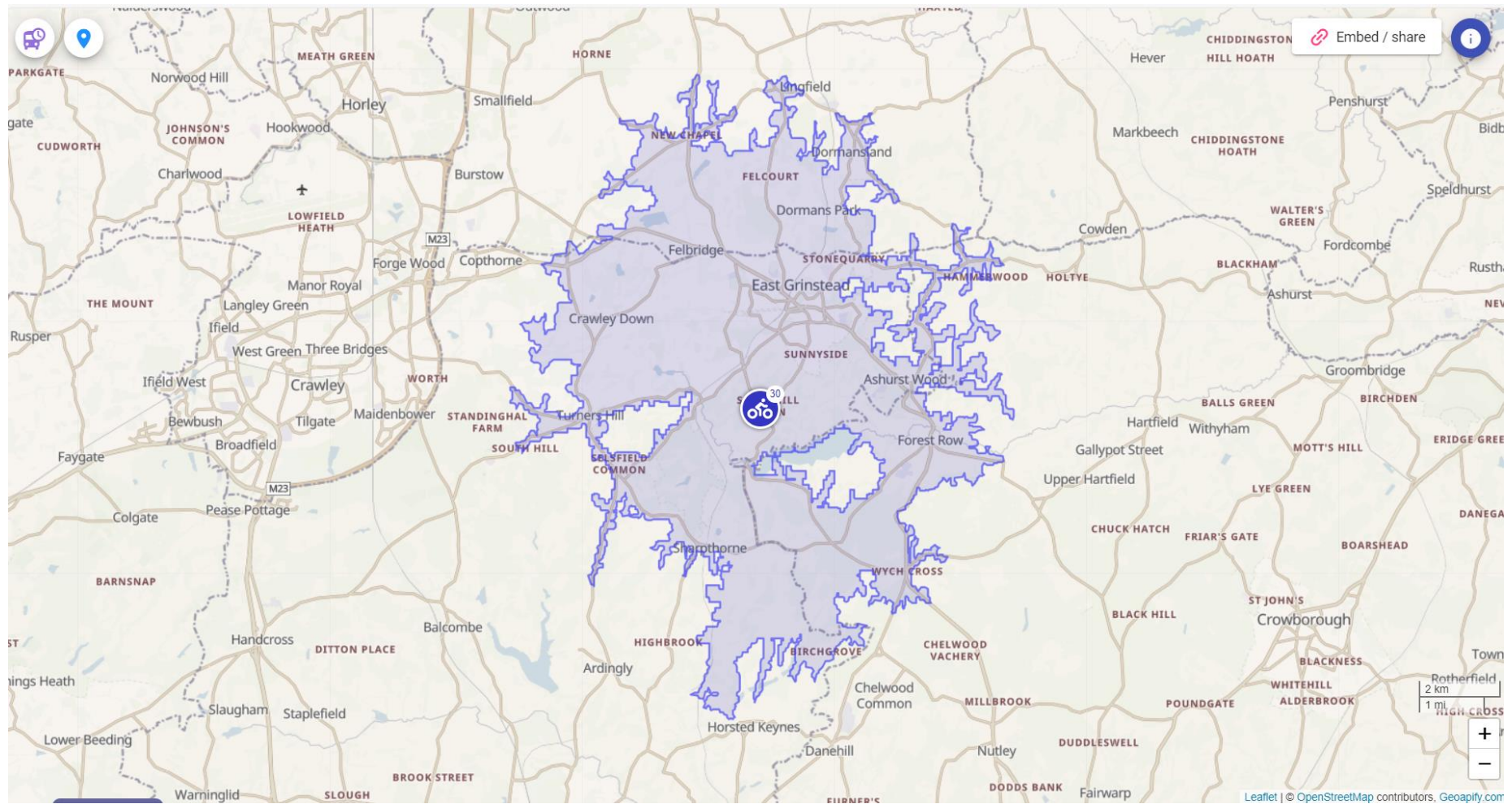


Figure 3.11 Cycle Isochrone

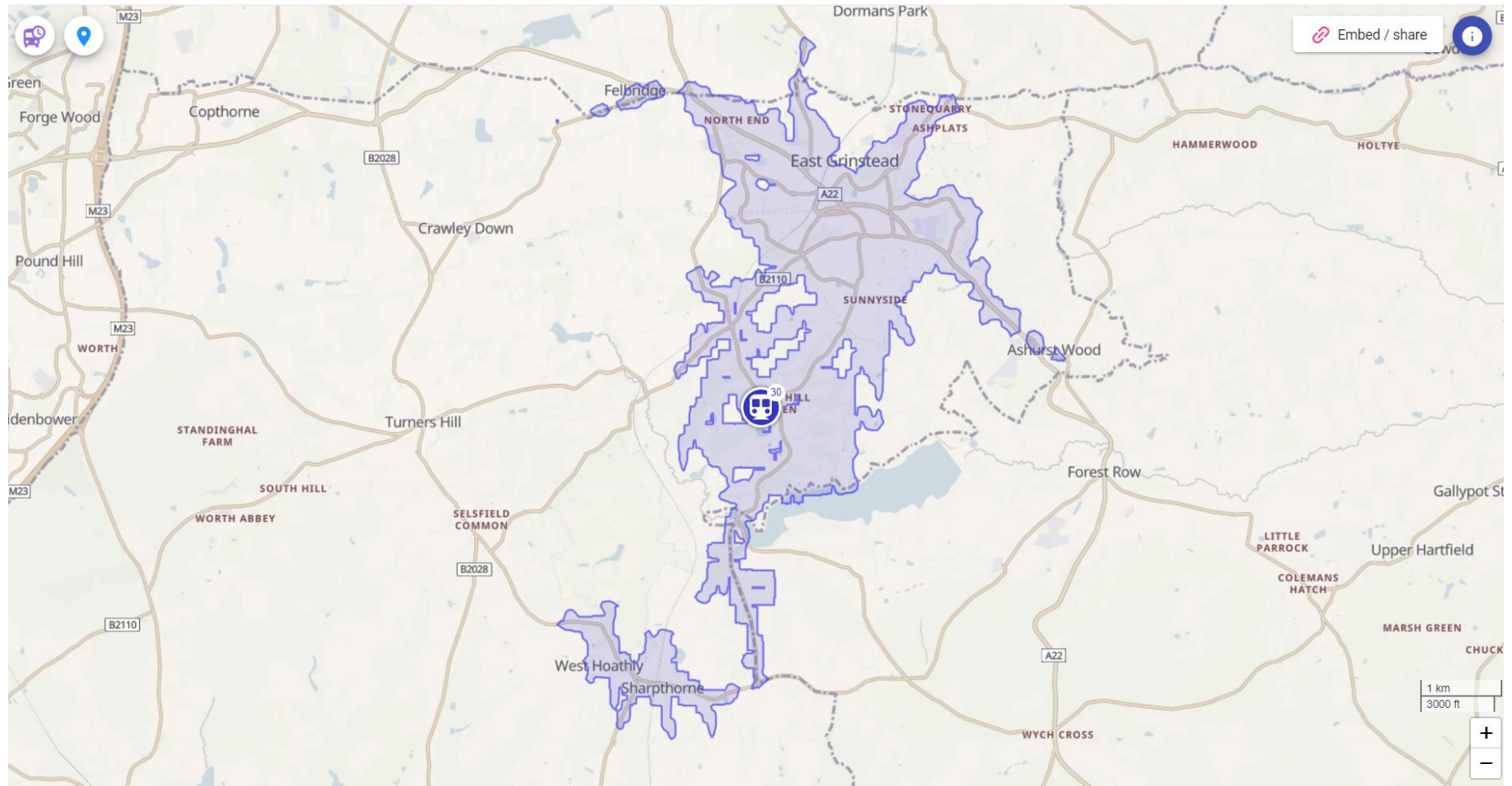


Figure 3.12 Bus Isochrone

3.4 Local Highway Network

- 3.4.1 The site access is on Saint Hill Road that is subject to a national speed limit and there is no street lighting. Saint Hill Road connects to the B2110 Turners Hill Road to the north. The B2110 provides access to Turners Hill to the west and East Grinstead town to the northeast and the A22 between Polegate north of Eastbourne and Purley south of East Croydon.
- 3.4.2 The nearest motorway connections are to the west are the M23 from the A22 at East Grinstead west on the A264. The M23 connects to the M25 London Orbital to the north and to the A23 to Brighton to the south.

4 Event Travel Initiatives

4.1 Existing Events

- 4.1.1 Event information is currently notified through a number of channels through local event guides and Saint Hill website [Saint Hill - Events \(saint-hill.uk\)](http://saint-hill.uk).
- 4.1.2 The Easter Egg Hunt event starts at 12:30 p.m. Due to restricted car parking, a Park & Ride service (free of charge) from the East Grinstead train station is provided. The first bus starts at 12:30 p.m. onwards with rides available every 15 minutes until 1:30 p.m. The bus going back starts at 3:30 p.m. and then on the hour.
- 4.1.3 The Bonfire Night event starts at 4 p.m. This also provides a free bus service from the station starting at 4pm.
- 4.1.4 The maximum number of cars during routine production at Saint Hill is about 210. The current car park fits 132, so about 75 cars park in Juhring field for overflow. During community events such as Easter, Christmas, etc., about 600 cars are on the Juhring field. During the IAS Event, the highest number of cars was 1,100. That would mean about 970 in Juhring field and 132 in the existing Saint Hill car park.
- 4.1.5 The sports clubs (East Grinstead Rugby Club and East Grinstead Sports Club) have used about 300 spots in the Juhring field for their large games.
- 4.1.6 Based on the number of attendance at each event the approximate trip ratios are as follows:
- Easter Egg Hunts (March/April) 3,000 = 25% by car
 - IAS Humanitarian Event (October) 5,000 = 22% by car
 - Saint Hill Christmas Light Switch-on (November) 2,000 = 37% by car

Using the average of 2 passengers per car (Review of the UK passenger road transport network, Jan'2019) On average around 56% who arrive to the site by car.

4.2 Sustainable Strategies

4.2.1 Five key sustainable strategies which recommend achieving a 2.5% single car use with 10% over 5 years modal shift away from single occupancy car use;

- Promotional Strategy
- Walking Strategy
- Cycling Strategy
- Public Transport Strategy
- Car and Parking Strategy

4.2.2 These strategies will be discussed further in the following chapters of this TP.

5 Promotional Strategy

5.1 Introduction

- 5.1.1 The aim of a successful promotional strategy is to inform all of the people that will travel to the site of the TP's existence. The promotional strategy should also seek to inform all of the necessary parties of what the TP hopes to achieve, the various transport options available and how these may benefit the users. In summary, a successful TP which is to have a beneficial impact upon implementation needs to be well promoted so that all parties are aware of it and the transport options available to them.

5.2 TP section on Saint Hill website

- 5.2.1 A TP section will be provided on the Saint Hill website for all events and a link provided when purchasing tickets. This will provide the latest travel information for visitors in relation to travelling to and from the site. Within the TP section of the website links to the bus and national rail websites and free bus pick up and drop of from East Grinstead station.
- 5.2.2 Free supporting material will be downloaded from the West Sussex County Council website on this link http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/travel_plan_guidance/supporting_material.aspx. The web pages enable users to plan routes, access real time public transport information, and compare journey times, calories burned, and CO2 emissions for each available mode of transport. The site also links with the West Sussex Car Share scheme and displays potential car share matches.
- 5.2.3 The travel information section will be assisted by using Pindar Creative who have a service that enables developers, employers and other organisations to purchase site-specific multi-modal travel maps, notice boards, and interactive PDFs that can be used to produce local travel information for employee induction packs, notice boards and websites. Further details can be found on [Travel Plans Solutions for Businesses and Large Employers from Pindar Creative \(Travel Information Publicity Experts\)](#).

6 Cycling and Walking Strategy

6.1 Introduction Encouraging cycling and walking is an effective means of reducing dependency on the private car, especially for short trips. The site is not well situated for walking on foot unless leisurely along footpaths. However a pick up/drop off facility is provided at East Grinstead station. The distance people are willing to cycle is also usually further than that which they are willing to walk.

6.1.2 Staff and visitors can be encouraged to cycle and walk, through a mix of effective measures and promotional material. The range of measures proposed is outlined below.

6.2 West Sussex Transport Plan 2022-2036

6.2.1 The West Sussex Transport Plan is a strategic document that sets out transport priorities up to 2036 with the objective to achieve net zero carbon emissions by 2050. Priorities identified specific to walking in Mid Sussex are to facilitate greater use of active travel modes in towns as development takes place.

6.2.2 The plan refers to policies and strategies set out in (i) WSCC Cycling & Walking Strategy (2016-26) that sets out the County Council's aims and objectives for active travel in West Sussex; (ii) Local Cycling & Walking Infrastructure Plans (LCWIPs) that identify proposals for cycle and walking infrastructure improvements in associated districts and boroughs.

6.3 WSCC Cycling & Walking Strategy (2016-26)

6.3.1 The strategy outlines the design and safety principles for walking and cycling infrastructure schemes and a mechanism by which schemes can be identified and prioritised to direct investment. The objectives of the walking and cycling strategy are as follows:

- To ensure that cycling and walking are recognised as important travel modes and therefore part of the transport mix
- To make cycling and walking the natural choice for shorter journeys (such as journeys to school), or as part of a longer journey
- To reduce the number of cyclists and pedestrians that are killed or seriously injured on our roads
- To support economic development by facilitating travel to work and services without a car
- To reduce congestion and pollution by encouraging and enabling people to travel without a car
- To increase levels of physical activity to help to improve physical health
- To help to maintain good mental health and staying independent later in life

- To increase the vitality of communities by improving access by bicycle and on foot

6.3.2 Travel Plans are promoted in partnership with Local Planning Authorities and typically include the following measures to promote walking and cycling:

- Bike shop discounts and/or a cycle to work salary sacrifice scheme
- Public transport discounts and/or interest free season ticket loans
- Providing free or subsidised cycle training
- Pool bikes for business travel
- Financial contributions towards public transport season tickets and/or new bicycle purchases
- Personal journey planning services/promoting journey planning websites/providing route maps
- Promoting Walk to Work Week/Bike Week and offering incentives to walk or cycle (e.g. free breakfasts)

6.3.3 In order to promote and fund infrastructure improvements schemes are prioritised based on 10 criteria including employment, housing, education rail, leisure, local services, bus/tram, safety, deprivation and deliverability. The schemes identified by stakeholders within the area of the site are as follows:

Scheme ID	Name	Description entered by stakeholders
290	Route towards East Grinstead	To provide walking a cycling route away from roads to access East Grinstead from West Hoathly Parish
357	Sharpthorne towards East Grinstead walking and cycling route off roads	Route to enable walking and cycling away from roads to reach close to East Grinstead

6.4 Measures to promote and encourage cycling and walking

- 6.4.1 The development of a sustainable mode route map showing the safest and most convenient routes to and from the site to the surrounding areas will encourage cycling and walking as an alternative to travelling by car. This will include locations of safe routes for walking and pedestrian crossings, routes, cycle lanes and paths. Distances and times of travel to the bus stop, train station and key destinations. Figure 3.10 and Figure 3.11 showed isochrones for cycling and walking destinations.
- 6.4.2 By making these maps available on visitors and staff individuals will be encouraged to change their travel behaviour and walk between destinations where possible.
- 6.4.3 Cycle parking facilities are being provided as part of the proposals and will be monitored to see if there is a need to extend this provision.
- 6.4.4 Cycle parking is being provided at Saint Hill as well as showers, lockers and changing facilities with drying area.
- 6.4.5 Promoting cycling and walking as a healthy way to travel can be an effective measure to encourage people to leave their car behind on short trips, especially when used in conjunction with other measures.
- 6.4.6 Factual statements and examples are often most effective on promotional material. For example, according to the British Medical Association, 'Cycling just 20 miles per week halves the risk of heart attack' and 'A 35 year old man cycling 12 miles a day extends his life expectancy by two and a half years compared with someone who takes no exercise'. The UK's National Cyclists' Organisation (CTC) provide further information on promoting the health related benefits of cycling, visit <http://www.ctc.org.uk/DesktopDefault.aspx?TabID=3385> for more information. 'Walking briskly for half an hour a day can halve the risk of heart disease'. These will be set out in the promotional material.

7 Public Transport Strategy

7.1 Introduction

- 7.1.1 Encouraging the use of public transport is an effective means of reducing dependency on the private car, especially for those who do not wish to walk or cycle and/or those who wish to travel a relatively long distance.
- 7.1.2 The nearest bus stops are on West Hoathly Road 550m from the site. The bus stop is serviced by Route 84 that runs between Crawley and East Grinstead with a service every 2 hours. A timetable and bus route map is contained in Appendix A.
- 7.1.3 East Grinstead Train station is situated 2.8 km northeast from the site and accessible by cycling or bus. Saint Hill provide a Park and Ride facility for events from the station and this will be promoted as travel to the event as an alternative to travelling by car.
- 7.1.4 The range of measures proposed to encourage the use of public transport is outlined below.

7.2 Measures to promote and encourage public transport

- 7.2.1 Providing route maps and timetables on site would be an effective measure to encourage the use of public transport. Up to date bus and train route maps and timetables will be provided on the TP notice board and maps will be combined with walking and cycling routes to bus stops and the train station.
- 7.2.2 Promoting the benefits of public transport along with route and timetable information may help to encourage people to change their travel behaviour. The benefits include reducing congestion on roads, improving road safety and local air quality, in most cases saving time and money and cutting out the need to find a parking space. This will be included in promotional material.
- 7.2.3 Promoting park and ride facilities will be made through event promotion and on Saint Hill website. The benefits would be a safe method of travel to the site and reduce congestion.

8 Car and Parking Strategy

8.1 Introduction

- 8.1.1 Encouraging the use of sustainable modes of travel and reducing single-occupancy car trips can also be achieved through a mix of incentives and disincentives relating to car use and car parking provisions on site.
- 8.1.2 Some people require travelling by car for various reasons, for example due to limited mobility or by having large amounts of baggage to carry with them. Some locations may not be easily accessible through using public transport or maybe too far for people to walk or cycle to. However, through implementing the right mix of measures within a TP car users are often willing to change their travel behaviour and start using more sustainable modes of transport.
- 8.1.3 The Walking, Cycling and Public Transport Strategies within this report have already outlined measures that will be used to promote alternatives to using privately owned cars. This strategy proposes the following measures which will provide alternatives to private car use for those who require access to a car.

8.2 Measures to reduce car use

- 8.2.1 A car sharing scheme is available at westsussexcarshare.com on this link [Join a car sharing scheme - West Sussex County Council](#). This will be promoted to all staff. This will reduce the number of single-occupancy cars on the road, in turn reduces congestion, localised air pollution and parking problems, saving the car users money and reduces the need to own a car.
- 8.2.2 Promoting the benefits of making trips by other modes other than the car such as the typical costs for journeys to the site by car compared to the bus are shown below:

Typical car running costs for 10 mile return journey 5 days a week 46 weeks a year for a 10 year old Renault Clio	
Item	Cost (£)
Fuel = $((10 \times 2) \times 5) \times 46 = 4600$ miles Price litre = 159p Fuel tank 40 litres and runs 400 miles	731
Insurance 2 years no claims	350
Car MOT	67.50
Service	220
Maintenance	120

Tax	120
Wear and Tear (oil, tyres etc.)	90
Depreciation (not direct but when selling)	475
Total	2173.50

12 Month Stagecoach MegaRider	£1,440
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9 Target and Action Plan

- 9.1.1 A detailed Action Plan will be provided by the TP Coordinator following the initial surveys. The Action Plan will set out various measures that will be adopted to help achieve the targets of the TP. The Action Plan will include the strategies and initiatives that have already been proposed in this document and the measures that will need to be taken, the actions necessary to achieve the measures and the target reduction in the number of car journeys that an action should aim to achieve. It is shown that a potential reduction of achieving a 2.5% single car use with 10% over 5 years of car journeys is possible if all of the proposed measures are adopted.
- 9.1.2 Endorsement and support for the TP is required from WSCC and other key stakeholders.
- 9.1.3 An agreement in principle is required on the number of trip savings that WSCC, as highway authority, are happy to accept on the basis of this robust TP strategy.

APPENDIX A LOCATION PLAN

APPENDIX B BUS TIMETABLES