



HORNCastle CARE CENTRE

Replacement Care Facilities Travel Plan

Project Number: 2504-01

Report Number: 2504-01/TP/01

Date: APRIL 2025

DOCUMENT SIGNATURE AND REVIEW SHEET**Project Details**

Project Title:	Replacement Care Facilities, Horncastle, Plawhatch Lane, Sharpthorne, East Grinstead		
Project No.:	2504-01	Report No.:	TP01
Client:	Splendid Projects Ltd		

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1 INTRODUCTION

Background

- 1.1 This Travel Plan has been prepared by Transport Planning & Highways Ltd in respect of a proposed replacement care facilities situated at Horncastle, Plawhatch Lane, Sharpthorne, East Grinstead, West Sussex. This development will consist of the demolition and rebuild of the existing 20 bed care facility to provide an enhanced and increased provision of 80 beds. In addition, an existing 10 bed acute brain injury unit will be upgraded and retained.
- 1.2 This report sets out a 'tool-kit' of initiatives and measures to be provided prior to development occupation, in order to influence primarily staff and visitor travel behaviour at the outset, minimise single occupancy car journeys and encourage use of sustainable modes of travel where possible. It also suggests other measures that could subsequently be introduced should the tool-kit be found to be impractical or ineffective.
- 1.3 The Travel Plan primarily concentrates on the staff, although the same initiatives, measures, marketing and monitoring principles can be attributed to visitors.
- 1.4 This Travel Plan provides the foundation for a dynamic process that will evolve over time in accordance with the changing circumstances of the development and its environment. As such, it is not a one-off process, but the beginning of a managed approach, which takes the responsibility for travel and its impacts through time.
- 1.5 This Travel Plan considers the following documents, as appropriate:
- (i) The Essential Guide to Travel Planning, Published by the DfT (March 2008);
 - (ii) Using the Planning Process to secure Travel Plans – Best Practice Guide, published by the DfT (2005);
 - (iii) Good Practice Guidelines: Delivering Travel Plans Through Planning Process, published by DfT (2009);
 - (iv) Travel Plan Resource Pack for Employers, Published by the DfT;
 - (v) Making residential travel plans work: guidelines for new development, Published by the DfT;
- 1.6 The primary goals of this Travel Plan are to minimise car trips and to encourage sustainable forms of travel. This document sets out the following specific issues:
- (i) the requirements for a Travel Plan Co-ordinator;
 - (ii) the initiatives and measures to minimise single occupancy car trips and to promote non-car modes of travel; and

- (iii) the requirements for setting, monitoring and reviewing targets.

2 OBJECTIVES

Focus of the Travel Plan

- 2.1 This Travel Plan is focused on staff as there is a far greater success rate with this target group and therefore the majority of the measures proposed are intended to encourage staff to reduce their reliance on private car travel.
- 2.2 The care home residents are expected to remain on-site the majority of the time, but it is recognised that there is the potential to influence visitor travel behaviour to a degree. The measures aimed at visitors are directed towards increasing awareness of alternatives to private car. The same principles can be applied to the retail element of the development.

Objectives

- 2.3 There are a number of objectives that the implementation of the Travel Plan is intended to help fulfil including:
 - (i) To influence travel behaviour reducing single occupancy car trips;
 - (ii) A reduction in overall vehicle mileage;
 - (iii) Reducing the need for travel in terms of length and duration;
 - (iv) To help improve the health of staff and visitors by encouraging the use of healthier forms of travel;
 - (v) To help improve the quality of life for staff and visitors by reducing stress and costs associated with travel;
 - (vi) Improving local air quality with less vehicular noise, dirt and fumes, which can contribute to other national and global improvements
 - (i) To provide consistency with Government Policy on integrated transport;

3 EXISTING SUSTAINABLE TRANSPORT FACILITIES

Site Location and Description

- 3.1 The site is set on an irregular parcel of land with the entire site being set over 13.86 acres, encompassing existing care facilities and a wooded area to the north and west.
- 3.2 The site is located directly off Plawhatch Lane being approximately 10km northeast of the nearest major conurbation at Haywards Heath and a similar distance east of Crawley.
- 3.3 The location of the site is shown within **Appendix A**.

Pedestrian infrastructure

- 3.4 The site is set in a primarily rural location although there is a farm and coffee shop opposite the site together with a several private residential properties.
- 3.5 Due to its location no footways are provided within immediate vicinity of the site.
- 3.6 There does not appear to be any speed restriction signs on Plawhatch Lane and therefore we assume this is derestricted (60mph).
- 3.7 Due to its location, lack of footways and existing speed limit it is not anticipated that walking to the site is feasible.

Cycle infrastructure

- 3.8 The nearest National Cycle Network Route 21 runs in an east west alignment north of the site near Brambletye. Route 21 is located approximately 4.5km from the site.
- 3.9 Due to the location of the site, being approximately 10km from the nearest major conurbations, it is not anticipated that cycling to the site is feasible.

Public Transport

- 3.10 The Institute of Highways and Transportation (IHT) publication 'Planning for Public Transport in Developments' recommend that new developments be located within 400m of operational bus stops.
- 3.11 There does not appear to be any bus stops within 3km of the site and therefore travel via this mode is not possible.

Rail Facilities

- 3.12 Crawley railway station is located approximately 13km from the site and therefore travel via this mode would only be feasible via linking with car sharing or taxi.

4 DEVELOPMENT PROPOSAL

Proposed Development

- 4.1 The application proposes the construction of a new 80 bed care home together with an 10-unit Acute Brian Injury facility.
- 4.2 The proposed care home replaces similar care facilities comprising accommodation for 20 residents.
- 4.3 The care home will be constructed over 2 storeys, plus roof space, set within the southern sector of the site. Resident's gardens are situated to the south of the building with car parking to the north providing 44 vehicular spaces including 4 disabled bays plus a drop off bay, together with cycle parking.
- 4.4 The Acute Brian Injury facility is located to the north in an existing building which will be renovated to accommodate the revised use.
- 4.5 A loading bay is also provided for use with both units.
- 4.6 The proposed masterplan is provided as **Appendix B**.
- 4.7 A schedule of accommodation is summarised in **Table 1**.

Table 1 Accommodation Schedule

Level	Accommodation	Internal Floor Area
Ground Floor	40 bedrooms and ancillary	2055m ²
First Floor	40 bedrooms and ancillary	2045m ²
Second Floor	Service Wing	410m ²
Total	80 bedrooms	4510m ²

- 4.8 It is anticipated that when fully occupied the facility could employ up to 60 members of staff split between full and part time roles. 15 to 30 members of staff will be employed on a full time

basis working over 30 hours per week. The remainder of staff will work part time; between 10 and 30 hours per week.

4.9 Generally, care staff will work the following shift patterns:

- 07:00 to 14:30
- 14:00 to 21:30
- 21:00 to 07:30

4.10 Domestic staff generally work 07:30 to 12:30 whilst kitchen staff operate a two-shift system 07:30 to 12:30 and 16:00 to 20:00. As would be expected the busiest period is during the day with up to 30 staff being present on site at any one time. Overnight it is expected that up to 8 staff will be on duty.

4.11 Staff will benefit from a changing room as well as their own shower/changing facilities, thus encouraging staff to commute by foot and cycle.

Cycle Parking

4.12 In respect of care homes, the parking standards state the same as for vehicular parking – Site specific assessment based on travel plan and specific operational needs.

4.13 A Sheffield stand will be provided close to the main entrance, being capable of accommodating 6 cycles. In addition, a cycle store is provided being covered and lit accommodating a further 6 cycles. We consider this number to be appropriate.

5 INITIATIVES, MEASURES, MARKETING & MONITORING

Background

- 5.1 The list of initiatives and measures summarised below are considered to be SMART (Specific, Measurable, Attainable, Realistic and Timebound) as they will be implemented at the outset, in order to maximise the opportunity to influence staff and visitor travel patterns. It is envisaged that employees will arrange their travel arrangements in accordance with the Travel Plan at the outset, thereby eliminating any potential resistance to adjusting established travel arrangements at a later date.

The Travel Plan Co-ordinator

- 5.2 The occupier will appoint a Travel Plan Co-ordinator (TPC) prior to occupation of the site and their full details will be provided to West Sussex County Council.
- 5.3 The occupier will personalise the 'tool-kit' of measures to optimise sustainability associated with its operation. It is envisaged that the role of the TPC will comprise, but not necessarily be limited to the following:
- (i) to lead the strategy for meeting the Travel Plan's objectives;
 - (ii) undertake staff travel surveys;
 - (iii) monitor and review the modal share targets;
 - (iv) to design and implement effective marketing and awareness campaigns to promote the travel plan;
 - (v) set up and co-ordinate groups that can dictate or influence the strategies, as required;
 - (vi) obtain and maintain commitment from future employees and notify them of progress in meetings its objectives;
 - (vii) co-ordinate data collection to develop the Travel Plan; and
 - (viii) act as a point of contact for future employees requiring additional information and a point of contact for the local authority.

Measures and Initiatives

- 5.4 The list of suggested measures and initiatives set out in this section will be subject to the agreement of the TPC and West Sussex County Council.
- 5.5 Provision of facilities to reduce all types of trips:
- (i) the appointment of a Travel Plan Co-ordinator to implement the Travel Plan. The Travel Plan Co-ordinator will be responsible for all aspects of the Travel Plan and will act as a point of contact for staff, visitors and residents as well as officers at West Sussex County Council; and
 - (ii) a travel information pack will be provided to each employee on induction containing walking, cycling and public transport information.
- 5.6 To encourage pedestrian and cycle travel:
- (i) Provision of changing room and washing facilities;
 - (ii) Personal alarms will be provided for walkers that request one;
 - (iii) High visibility jackets will be provided to walkers and cyclists that request one; and
 - (iv) Provision of a cycle stand capable of accommodating 6 cycles to be sited in a prominent location; be covered if possible, secure and well lit.
- 5.7 To encourage public transport travel:
- (i) Provision of travel notice boards within the development providing route information and bus service frequencies. The notice boards will be located in prominent location within the reception;
 - (ii) The Travel Plan Co-ordinator will ensure that the route and service frequency information is kept up to date; and
 - (iii) The Travel Plan Co-ordinator will investigate whether discounts can be organised for staff using local bus services.
- 5.8 To reduce car borne trips:
- (i) Car sharing scheme will be operated and managed on-site by the Travel Plan Co-ordinator. The scheme will be widely advertised to staff;
 - (ii) Local car sharing scheme www.liftshare.com/ will also be advertised;
 - (iii) Incentives and benefits will be considered for employees car sharing;

- (iv) The Travel Plan Co-ordinator will consider introducing some parking spaces specifically for car sharers; and
 - (v) A guaranteed ride home will be provided for car sharers, pedestrians and cyclists in an emergency;
- 5.9 Travel information for visitors will be provided on the care home website and in literature disseminated to friends and family when residents enter the facility. This will include information relating to public transport, walking and cycling routes and taxi firms.
- 5.10 An indicative timescale for implementation is set out on **Table 2** and this is subject to review once initial travel surveys have been carried out.

Table 2 Indicative Timescale for Implementation

Mode	Occupation	Future / Potential
Walking	- Information on walking routes and groups provided in travel information pack and on travel notice boards. - Changing and washing facilities - Guaranteed ride home in an emergency	- Provision of additional shower and locker facilities on site (if required after monitoring) - Promotional days to encourage employees to walk and cycle.
Cycling	- Information on cycling routes and groups provided in travel information pack and on travel notice boards. - Changing and washing facilities - Guaranteed ride home in an emergency	- Possible implementation of a Bicycle User Group by the TPC. - Promotional days to encourage employees to walk and cycle.
Car share	- Introduction of a car sharing scheme managed & operated on-site for employees - Promotion of the www.liftshare.com car sharing database - Guaranteed ride home in an emergency - Parking spaces for car sharers in the most attractive locations	
Public Transport	- Information on relevant bus service routes and frequencies will be provided within travel information pack. - Provision of Travel Notice boards with up-to-date public transport information	

	• Promotion of nationwide free bus travel scheme for over 60's	
Raising Awareness/ Promoting the Plan	• Appoint a Travel Plan Co-ordinator • Travel Notice board on site • Liaison between Travel Plan Co-ordinator and West Sussex County Council; • Sustainable travel information included on care home website; • Provision of walking, cycling and public transport information to staff. • Travel information for visitors set out on the Care home website and contained in literature sent to friends and family.	• Employee competitions; • Employee Newsletter • Mealtime meetings;

Potential Further Initiatives and Measures

5.11 After occupation, it will be for the Travel Plan Co-ordinator in conjunction with staff and officers at West Sussex County Council to decide the best methods to achieve the objectives and meet the targets. If necessary, other measures may be considered at a later date to assist in meeting the eventual targets including:

- (i) explore the development of a partnership with a local taxi service;
- (ii) the formation of a staff group to explore and maximise all on-site measures and opportunities to reduce single occupancy car travel;
- (iii) investigate loans for travelcards etc, for staff that are willing to change to a more sustainable mode of transport for work related trips and travel to and from work;

Awareness and Marketing

5.12 Future employees will be made aware of the initiatives and measures contained in the Travel Plan at the outset, and the need for the employees to meet the (to be agreed) modal share travel targets. The following means of publicity may be used:

- (i) Travel information pack provided on induction;
- (ii) Employee newsletter(s);
- (iii) Poster campaigns;

- (iv) Travel Plan information on occupier(s) websites; and
- (v) Promotional days to encourage employees to walk or cycle to work.

5.13 The initiatives and measures document may be subject to change at a later date if they are found to be impractical or if there is a significant dependence on car use.

Monitoring and Review Mechanisms

5.14 The intent of Travel Plans is that there will be an on-going improvement process including annual monitoring which will be forwarded on to the local authority.

5.15 The Travel Plan co-ordinator will form a contact point for communication with the local authority. Findings from Authority discussions and reviews will be communicated to staff via the notice board and communication sessions.

5.16 The Travel Plan will be monitored in accordance with the TRICS UK Standard Assessment Methodology (TRICS SAM). This involves 3 multi-modal surveys over a 5-year period whereupon the 15% trip rate reduction target should be achieved or further TP measures implemented. The developer/Travel Plan Coordinator will commission these directly with the TRICS organisation. The initial TRICS SAM survey will be conducted within six months of occupation (year 1) with subsequent surveys in years three and five.

5.17 Cycle stand usage will be monitored over the TP period with additional stands provided if demand exceeds use.

5.18 A monitoring fee of £3,815 will be funded by the developer.

Local Sustainable Travel Initiatives

5.19 In addition to the above West Sussex County Council also promote a number of local sustainable travel initiatives via the Travelwise Campaign which encourages people to cut down on their car journeys and use sustainable transport.

Travelwise Campaign

5.20 The campaign focuses on 3 main groups

- **Individuals** are encouraged to visit the West Sussex Care Share website to find a partner to share journeys to work, to try walking, cycling, public transport or car sharing and to find out how to travel safely and wisely on the road safety pages of the website

- **Parent and pupils** are encouraged to walk or cycle together instead of travelling to school by car, care share with other pupils and or parent and determine whether the school has a Travel Plan or is taking part in any local authority Travelwise initiatives
- **Employers** are encouraged to run prize draws for everyone using sustainable transport, donate to charity for every clean mile travelled by employees, use the car sharing website, utilise pool cycles, promote Travelwise messages and join ACT Travelwise

Cycle to Work Scheme

- 5.21 The Cycle to Work Scheme allows employees to sacrifice part of their annual salary in exchange for hiring a bike and equipment. To take part the employer usually needs to enter a contract with a scheme provider.
- 5.22 The employer owns the bike and hires this to the employee. At the end of the period the employer can transfer ownership to the employee for a fair market value. At least 51% of the bikes use must be for commuting.
- 5.23 As the developer will operate a staff travel plan discounts can be obtained at various cycle retailers.

Car Sharing

- 5.24 In addition to the national car sharing database liftshare; west Sussex has a localised car sharing scheme www.westsussexcarshare.com which will be actively promoted.

Electric Vehicle Strategy

- 5.25 In late 2019 west Sussex County Council approved an Electric Vehicle Strategy that sets out a vision to enable residents to choose ultra-low emission vehicles.
- 5.26 In respect of new developments West Sussex County Council parking guidelines state:
- 'Active' charging points for electric vehicles should be provided at a minimum of 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision for these spaces to be upgraded in future'*
- 5.27 As such the developer has agreed that this guidance will be met with 2 electric vehicle spaces being provided together with the below ground infrastructure to enable potential future provision.

Bus and Coach travel

- 5.28 West Sussex County council website has a raft of information to assist both staff and visitor travel to the site. This includes comprehensive bus routes and timetables, bus operators and fares, plus an interactive map to locate bus stops.
- 5.29 The Council can offer a five-year older person bus pass offering free off peak travel on weekdays and all day travel on weekends as well as a third off rail travel for residents of state pension age. The same benefits apply for people with a disability.
- 5.30 Discounts are available to all ages with season tickets providing discount for people who make frequent journeys. Discovery allows one day's unlimited travel on all the main bus services in West Sussex, East Sussex, Surrey, Brighton & Hove and East Hampshire whilst Plusbus allows unlimited bus travel added to rail tickets.
- 5.31 Several community transport initiatives are also available allowing people in rural areas access to transport.

Cycle routes and maps

- 5.32 West Sussex County Council website contains information on safe cycle routes with the county together with informative maps. This also includes an interactive Cycle Journey Planner which shows the preferred way to travel around the county with the user selecting from fast, quiet or a balanced route. A mobile app is also available.
- 5.33 A link to this information will be placed on the care home website with staff being made aware upon induction.

6 EXISTING TRAVEL MODE SPLIT AND TARGETS

Existing Staff Travel Mode Split

- 6.1 The existing care home is currently not operational meaning that there is no existing travel pattern data available. Surveys will be undertaken within three months of occupation to obtain this information. Surveys will then be undertaken on an annual basis to ascertain the effectiveness of the Travel Plan through comparison with the initial staff survey. It must be noted that a number of proposed measures will be introduced when the care facilities open and these are therefore likely to influence travel patterns in a sustainable way prior to the initial staff survey. An example travel survey form is provided as **Appendix B**.

Targets

- 6.2 It is difficult to set appropriate targets in the absence of base survey data, the Travel Plan targets for non-single occupancy car journeys will be dependent on eventual staff travel patterns. Ordinarily targets would be agreed between the Travel Plan Co-ordinator and the local authority following the initial staff travel survey. However at this stage it is anticipated that a reduction in private car travel of 15% is appropriate over the 5 year Travel Plan period; 3% per annum.

Funding

- 6.3 A Travel Plan budget will be established by the developer for the implementation of the measures, management requirements and monitoring and evaluation.

7 SUMMARY & CONCLUSION

Summary

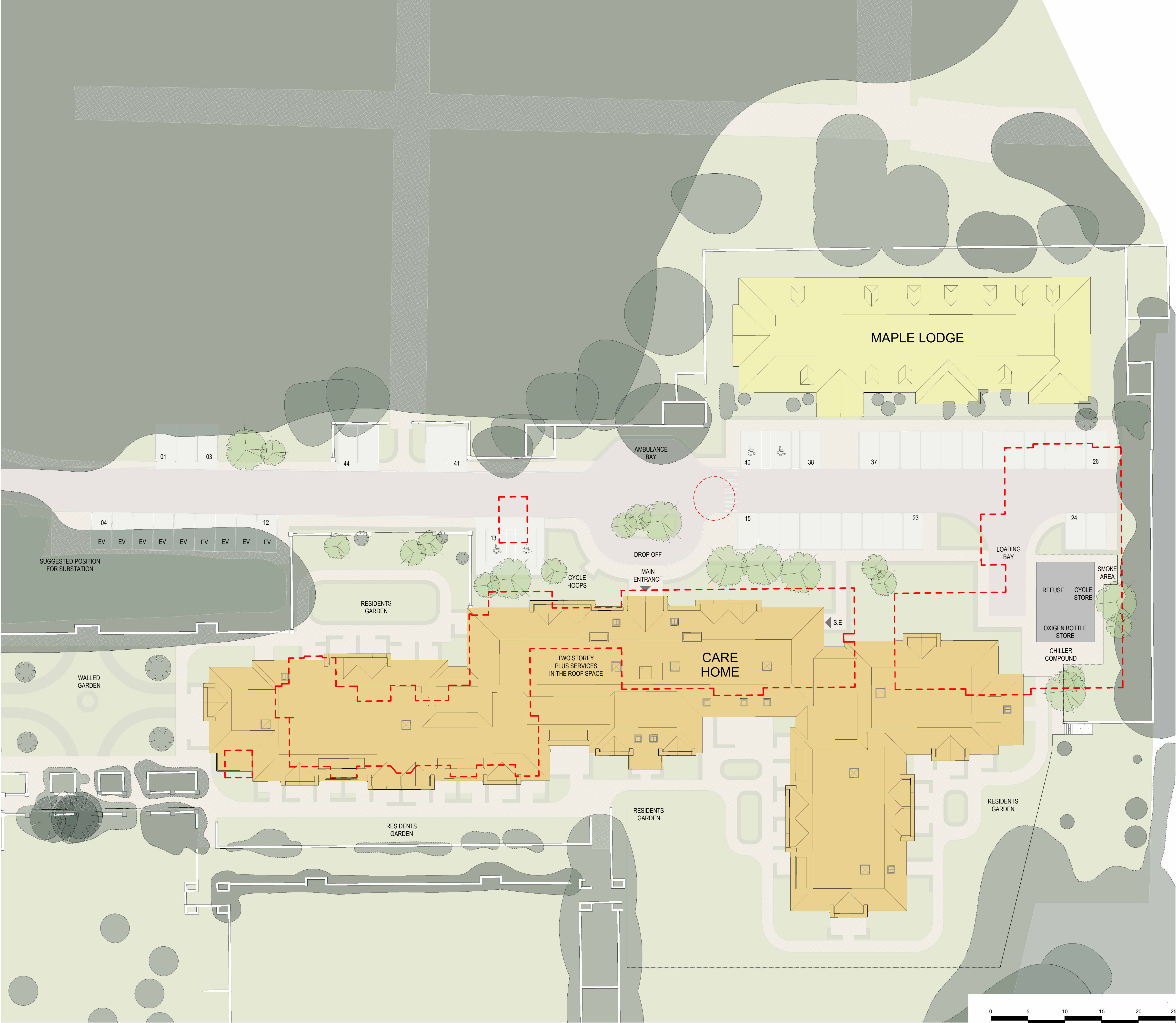
- 7.1 This Travel Plan has been prepared by Transport Planning & Highways Ltd in respect of a proposed replacement care facilities situated at Horncastle, Plawhatch Lane, Sharphorne, East Grinstead, West Sussex. This development will consist of the demolition and rebuild of the existing 20 bed care facility to provide an enhanced and increased provision of 80 beds. In addition, an existing 10 bed acute brain injury unit will be upgraded and retained.
- 7.2 A Travel Plan Co-ordinator will be appointed who will be responsible for all aspects of the Travel Plan and will act as a point of contact for staff, visitors and residents as well as officers at West Sussex County Council.
- 7.3 The existing care home is currently not operational meaning that there is no existing travel pattern data available. Surveys will be undertaken within three months of occupation to obtain this information. Surveys will then be undertaken on an annual basis to ascertain the effectiveness of the Travel Plan through comparison with the initial staff survey. It must be noted that a number of proposed measures will be introduced when the care facilities open and these are therefore likely to influence travel patterns in a sustainable way prior to the initial staff survey.
- 7.4 As such we consider that a reduction of 10% in private car travel over a 5 year period is appropriate.
- 7.5 A number of measures and initiatives will be introduced to encourage travel by sustainable modes and reduce single occupancy vehicular trips. The measures are primarily targeted at staff as there is a far greater success rate with this target group, but it is recognised that there is potential to influence visitor behaviour. Potential additional measures are also suggested that could be introduced at a future date to ensure mode share targets are met.
- 7.6 The intent of Travel Plans is that there will be an on-going improvement process including annual monitoring which will be forwarded on to the local authority. Repeat surveys will be undertaken as part of the review process on an annual basis for a period of 5-years. The first will be carried out within 3 months of the care home extension becoming operational.

Conclusion

- 7.7 The Travel Plan has been produced in line with current policy guidance. It provides a tool kit of measures and initiatives that will be introduced to encourage a reduction in travel to the care home facility by private car, particularly single-occupancy car trips and the plan sets out a framework by which targets for this mode shift will be set, monitored and reviewed.

APPENDIX A

Masterplan

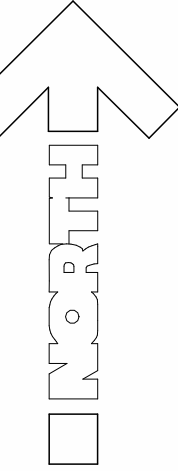


SCHEDULE OF ACCOMMODATION	
SITE AREA BOUNDARY	
5.61 Ha / 13.86 acres	
CARE HOME	
GROUND FLOOR	40 BEDROOMS
FIRST FLOOR	40 BEDROOMS
TOTAL	80
GROSS INTERNAL FLOOR AREA	
GROUND	2,055 m ²
FIRST	2,045 m ²
SECOND	410 m ²
TOTAL	4,510 m ²
SPACE PER RESIDENT	
56.4 m ²	
PARKING (INCL. 4 DISABLED BAYS)	
44	

--- OUTLINE OF EXISTING BUILDINGS TO BE DEMOLISHED

KEY:

- PROPOSED TREES
- EXISTING TREES
- REMOVED TREES



P9	ISSUED FOR COORDINATION	MD	VK	03/04/2025
P8	ISSUED FOR COORDINATION	MD	PK	20/02/2025
P7	DESIGN REVIEW PANEL	MD	PK	12/12/2024
P6	ISSUED FOR COMMENTS	MD	PK	28/06/2024
P5	ISSUED FOR COMMENTS	MD	PK	30/05/2024

Rev.	Description	Author	Checked	Date
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A

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chk'd

MD

date

21/02/2024

sheet size

A1

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For construction purposes dimensions shall not be scaled & figured dimensions must be verified on site before work commences.
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APPENDIX B

Staff Survey Form

Care Facility Staff Travel Questionnaire

1) How do you normally travel to work?

2) What is your postcode?

3) What are your normal working hours?

4) How far do you travel to work (one way)?

Less than 2 miles

Less than 5 miles

Less than 10 miles

Over 10 miles

5) What would be your preferred way to travel to work?

6) If you do not already do so, what would encourage you to cycle to work?

Secure cycle storage

Owning a bike/use
of a bike

Shower facilities

Being more confident
riding on the road

Incentives to cycle

Other –
Please state

7) If you do not already do so, what would make you consider walking to work?

8) If you do not already do so, what would make you consider using Public Transport?

9) Would you consider joining a car share scheme?

Yes, possibly

No

10) Do you have any ideas for improving your journey to work?