



WICKENDEN MANOR, CHILLING STREET

TRANSPORT STATEMENT

July 2026

MIXED USE DEVELOPMENT
WICKENDEN MANOR
CHILLING STREET

TRANSPORT STATEMENT

CONTROLLED DOCUMENT

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1. INTRODUCTION

- 1.1 This Transport Statement (TS) has been prepared by Paul Basham Associates (PBA) on behalf of Netherall Education Association to support a planning application for a revised design of the existing Wickenden Manor for an extension and reconfiguration of the site. The site location is demonstrated in **Figure 1**, with the masterplan attached as **Appendix A**.



Figure 1: Site Location

- 1.2 A previous pre-application submission was made to Mid Sussex District Council (MSDC) in 2020 (DM/20/4179) for a three-story extension to Wickenden Manor to provide further accommodation, meeting rooms and kitchen. Extension and change of use of stables to create further accommodation. Erection of conservatory to Lodge. New hard surface basketball and tennis court. Installation of solar panel arrays within the walled garden. This application was approved in July 2021 with no highway concerns. This application is a re-submission for a new scheme at Wickenden Manor.
- 1.3 Accordingly, this Transport Statement has been prepared to support a full application and reviews the existing conditions and accessibility of the site, the development proposals, vehicular access, trip generation and the overall impact of the development from a highway's perspective.

2. EXISTING SITE CONDITIONS

- 2.1 The existing site consists of a large manor house and associated grounds also containing two additional dwellings and outbuildings. The site is currently used for guest retreats, educational stays and as a conference centre.
- 2.2 The site sits within the High Weald Area of Outstanding Natural Beauty (AONB) and adjacent to the Ashdown Forest Special Protection Area (SPA). Given the location and nature of the site, it is surrounded by typically rural land.
- 2.3 Wickenden Manor is located within West Sussex County and is located approximately 6km south of East Grinstead and 11km southeast of Crawley. The site is currently accessed through two separate vehicle access points onto Chilling Street.
- 2.4 Chilling Street is rural in nature with low traffic volume and varies in width between approximately 3.5m and 5m. Chilling Street connects to Plawhatch Lane and Top Road approximately 670m to the north of Wickenden Manor which in turn provides access to Sharpthorne and West Hoathly to the west and to the A22 approximately 3.6km to the east from the junction with Chilling Street. The existing conditions on Chilling Street are demonstrated in **Photographs 1** and **Photograph 2**.



Photographs 1 & 2: Existing Conditions on Chilling Street

- 2.5 To the south Chilling Street connects to Cinder Hill Lane and Waterbury Hill which in turn connects to Horsted Keynes approximately 3.8km south of Wickenden Manor and Keysford Lane, which continues towards Haywards Heath c.9km southwest of the development site.

- 2.6 Although the site is not directly accessed through a dedicated cycle route the surrounding roads and their low trafficked nature makes them conducive for cycling. National Cycle Route 21 runs north of the site through East Grinstead. This route connects to Crawley, Eridge, Heathfield and eventually to Eastbourne. This cycle route in relation to the development site location is shown in **Figure 2**.

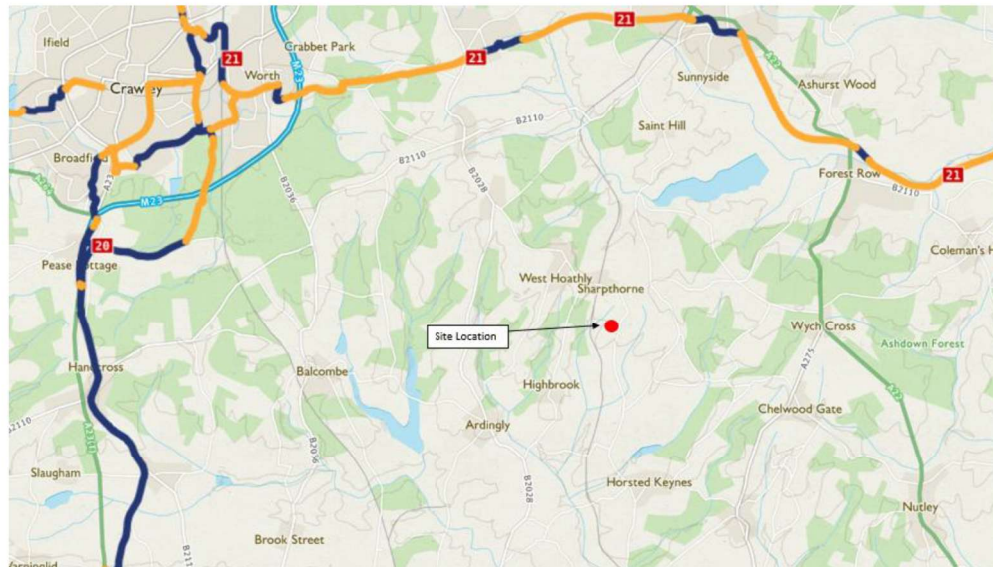


Figure 2: National Cycle Routes in Proximity to Site

- 2.7 Given the site's rural location and its nature as a remote retreat, the site is not particularly accessible through sustainable modes of transport and is not supported by rail, bus or pedestrian infrastructure. However, the site is accessible through the local road network and has been in operation for many years.
- 2.8 The nearest railway station is Horsted Keynes approximately 4km south of the site, accessed via a 17-minute cycle ride, or six-minute drive. It is noted that some visitors may choose to travel to the site from this station via taxi services.
- 2.9 The site is currently accessed from Chilling Street through the use of two separate vehicular access points. The main entrance is located on the southeast corner of the site and is shown within **Photograph 3**.



Photograph 3: Existing Main Vehicle Access

- 2.10 The main vehicle access is constructed to a good standard with a tarmac road leading into the site and to the manor house. The access road is of suitable width to allow two vehicles to pass one another concurrently.
- 2.11 Approximately 290m north of the main access point a separate vehicular access also exists for staff only, this is also provided directly onto Chilling Street and is shown within **Photograph 4**.



Photograph 4: Existing Staff Vehicle Access

- 2.12 The existing access points will remain unaltered as a result of the development on this site.

Personal Injury Data

- 2.13 In order to assess the existing highway safety situation within the vicinity of both access points an investigation into traffic incident history on Chilling Street was undertaken for the most recent 5-year period (2019-2023). This search indicated that no traffic incidents have been recorded within a 600m proximity of either access point over the most recent 5-year period. For this reason, no highway safety

issues that could worsen as a result of this development have been identified and the existing access points are considered suitable to support the redevelopment of this site.

3. DEVELOPMENT PROPOSALS

- 3.1 The existing site has operated for many years and currently consists of a manor house, stables, two dwellings including the lodge and other outbuildings as well as extensive grounds. The site is currently used as a retreat, for education purposes and as a conference centre. This application related to a revised design of the existing Wickenden Manor for an extension and reconfiguration of the site. It is important to highlight elements from application DM/20/4179 are still to be carried out as detailed below.
- 3.2 This revised application presents the proposal in the format of three user groups, the staff, the guests and the priests. Students who visit and stay on the premises are characterised under the 'guests' category.
- 3.3 The main changes from the previous proposal are identified below:
- The massing that wraps around the existing west building on three sides currently preserving the space occupied by the conservatory will be used as a new entrance to the courtyard for guests
 - The manor is to be extended to the west to accommodate vertical circulation and connection to the first floor of the west building
- 3.4 Previous proposal changes to be undertaken:
- Extension to the lodge via the erection of a conservatory
 - Extension and change of use of stables to create further accommodation for young people and their activities
 - New hard surface basketball & tennis court
 - Installation of solar panels within the Walled Garden
- 3.5 The change in floor area within the existing manor house as a result of the revised proposal is demonstrated within **Table 1**. The new revised plan will provide 19 single en-suite guest bedrooms including 2 accessible rooms.

	Existing	Proposed
Manor House Floor Area (sq/m)	1,792	2,150

Table 1: Manor House Floor Area

- 3.6 **Table 1:** Manor House Floor Area shows that as a result of the redevelopment the manor house floor area will increase by 358 sq/m. The redevelopment of the manor will provide a total of three additional rooms. An overall accommodation schedule is shown within **Table 2**.

	Existing Rooms	Proposed Rooms
Manor	16	19
Lodge	11	13

Table 2: Manor Accommodation Schedule

- 3.7 The existing bedroom layout is proposed to remain unchanged with the exception of minor modifications to enhance functionality. Whilst the number of overall rooms will increase by three within the manor the actual number of beds across the manor and lodge is due to increase by five beds as a result of the proposals.
- 3.8 The proposals will also support the educational facilities at the site and allow young people to utilise the facilities and grounds of Wickenden Manor for educational learning. Therefore, as part of the proposals the existing stables located to the southwest of the manor will be redeveloped to provide additional accommodation for students.
- 3.9 The proposals to redevelop the stables comprises of plans to provide three en-suite bedrooms for leaders and three dormitories with the capacity to host a total of 26 people. These plans also include showers, changing rooms, dining rooms and kitchen facilities. A lounge and study area are also included within the plans for the redevelopment of the stables.
- 3.10 The lodge, to the north of the site will also be subject to minor redevelopment as part of the proposals. A conservatory will be added to the lodge to provide additional meeting and teaching space to compliment the existing accommodation in this building.
- 3.11 Other facilities including the development of a hard surface basketball and tennis court in the proximity to the existing tennis court on the site will be provided to enhance the offering to students and guests. Solar panels will also be installed as part of the redevelopment to ensure that the manor can operate more sustainably.

- 3.12 The existing private estate has a network of existing roads and footways connecting the manor house, annexe, lodge and stables which will remain as existing as part of the redevelopment. The staff and priest parking area is to be accessed separately from the north access. The refuse vehicle is to enter the staff parking area only where the refuse store would be accessed. It is understood that the refuse stores at the staff parking are to service the entire site.

4. TRIP GENERATION

- 4.1 Given the rural location of the site and its nature as an isolated retreat and education facility, opportunities for sustainable travel to the site are largely not supported by existing infrastructure. Therefore, the majority of trips to and from the site are currently carried out by private vehicles and mini-bus.
- 4.2 The site has been designed to ensure that all facilities can be accommodated on site and that it is not necessary for guests to travel away from the site during their stay. All facilities are provided for within the site including accommodation, leisure, education and catering. The redevelopment of the site proposed within this application will enhance these facilities considerably.
- 4.3 For this reason, trips to and from the site generally only occur when visitors arrive and depart from the manor and not throughout their stay and staff arrive and depart. It is noted that the majority of visitors to the site arrive on Thursdays and depart on Sundays although stays can last between a few days and three weeks depending on the purpose of the visit and the length of the educational course.
- 4.4 A proportion of staff at the manor currently stay and are accommodated for within the existing site. Staff members at the site will not increase as a result of the development proposals. Therefore, the existing number of trips to and from the site by staff is considered to be minimal.
- 4.5 Those visiting the site can therefore typically be categorised into three groups: guests at the manor, students who stay on the site, and pre-arranged school trips to the site.
- 4.6 Students visiting and staying within the accommodation which will be built on the existing stables will typically arrive and depart the site by mini-bus as part of pre-arranged trips. It is likely that other guests to the manor will arrive and depart through private vehicle use or from taxi travel from nearby rail stations.
- 4.7 As shown within **Table 2** a total of 5 additional rooms will be added to the site as part of the redevelopment of the site. This amounts to an increase of 16% above the existing number of rooms on the site. This is a reduction of two rooms compared to the previous application submitted (DM/20/4179) in 2020 which had a total of seven additional rooms, and a total increase of 21% above the existing rooms. Application (DM/20/4179) was accepted by highway authority with no concerns therefore, this revised application should also be acceptable, especially given the reduction in the number of rooms.

- 4.8 Therefore, using a first principles approach based on the increase in rooms at the manor the number of vehicle trips to and from the site will likely increase by 16% as a result of the redevelopment proposals in addition to several minibuss trips to the site which will transport students to the proposed accommodation at the stables.
- 4.9 The proposed increase in vehicle trips of 16% (almost all off-peak) is not considered to have a significant impact on the operation or safety of the local road network particularly considering that the existing site has operated for many years and no traffic incidents have occurred within the vicinity of the access points over the most recent five-year period.

5. PARKING PROVISION

- 5.1 Sufficient vehicle parking is provided throughout the site on informal gravelled areas to cater for the existing demand on the site. The proposed plan identifies that staff and priest parking is to be provided with a segregated parking area now accessed via their own route taken from the north access. Three parking spaces will be provided for both staff and priests at the appropriate locations, totalling six spaces. Guest parking will be located to the south of the Manor with additional overflow parking if required. Additionally, one parking bay will be provided at the side of the lodge. This bay will support disabled parking only and designed within West Sussex guidance. It is noted that the areas dedicated for parking across the site currently have sufficient capacity to cater for any additional demand which could occur as a result of the development proposals. These parking areas are shown in **Photographs 5-8**.



Photographs 5-8: Existing Parking Areas Across the Site

- 5.2 As part of the proposals to redevelop the stables into student accommodation space will be added to accommodate a mini-bus which will be used to transport the students to and from the site.

6. SUMMARY AND CONCLUSIONS

- 6.1 This Transport Statement has been prepared by Paul Basham Associates on behalf of Netherall Education Association to support a planning application for the redevelopment of the existing Wickenden Manor to provide additional facilities including further accommodation at Chilling Street, East Grinstead. The new application has been submitted on the basis of the previous application DM/20/4179 at Wickenden Manor which was granted approval in July 2021.
- 6.2 The development proposals include for an extension to Wickenden Manor to provide further accommodation, meeting rooms and kitchen, an extension and change of use of stables to create further accommodation for young people and their activities; erection of conservatory to Lodge; new Hard Surface Basketball & Tennis Court and the installation of solar panels within the Walled Garden.
- 6.3 Two points of vehicular access are currently provided into the site, a main entrance for visitors and a separate access for staff and servicing. These access points will remain as existing as part of the proposals and have operated for many years without incident.
- 6.4 The existing site retains dedicated informal areas of parking with sufficient capacity to cater for the proposed increase in demand as a result of the proposals.
- 6.5 The development proposals include for five additional rooms on the site an increase of 16% over the existing provision. The associated increase in vehicle trips to and from the site is not considered to have a material impact on the operation or safety of the local highway network given that the site has operated safely for a number of years and that the majority of trips to and from the site will be undertaken off-peak by pre-arranged mini-bus trips and taxi trips from the rail station.
- 6.6 In summary the development proposals are not considered to have a significant impact on the local road network. We would therefore encourage West Sussex County Council highway officers to look favourably on these proposals.

Appendix A

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- This drawing is to be coordinated with structural, mechanical, electrical, and other consultant drawings.
- The architect accepts no liability for work undertaken without proper approvals or in deviation from these documents.



PROJECT WICKENDEN MANOR

DRAWING PA-0002 Site Plan PROPOSED

REVISION	REVISION	DATE
PLANNING	0	July 31st 2026

0m 15m 30m 45m 60m 75m

DRAWN LCH **CHECK** GB

STATUS Planning **SCALE** 1 : 750 @ A1