



Mid Sussex District Council

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# ROADSPACE AUDIT

Baseline Information Gathering

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# CONTENTS

<b>1 INTRODUCTION</b>	<b>4</b>
1.1 OVERVIEW	4
1.2 STUDY OBJECTIVES	4
1.3 ROADSPACE AUDIT	5
1.4 STRUCTURE OF THIS REPORT	6
<b>2 DATA COLLECTED AND GIS</b>	<b>7</b>
2.1 INTRODUCTION	7
2.2 DATA REQUESTED	7
2.3 GAPS IN DATA RECEIVED	8
<b>3 EVIDENCE BASE – KEY FINDINGS</b>	<b>10</b>
3.1 A1: ON-STREET PARKING	10
3.2 A2: MSDC OFF-STREET CAR PARKS	15
3.3 A3: PRIVATE OFF-STREET CAR PARKS	29
3.4 A4: WORKPLACE PARKING STRATEGIES AND TRAVEL PLANS	32
3.5 A5: PARKING STANDARDS FOR DEVELOPMENTS	35
3.6 A6: CAR OWNERSHIP AND OTHER MODES	38
<b>4 CONCLUSIONS AND RECOMMENDATIONS</b>	<b>41</b>
4.1 CONCLUSIONS	41
4.2 RECOMMENDATIONS	41

## TABLES

Table 2.2.1: East Grinstead Data Requested	8
Table 3.1.1: East Grinstead On-Street Parking	12

Table 3.1.2: Prices for CPZs in East Grinstead	12
Table 3.1.3: Prices of Visitor Permits in CPZs in East Grinstead	12
Table 3.1.4: Uptake of CPZ Permits in East Grinstead (2017)	13
Table 3.2.1: East Grinstead Town Centre Off-Street Car Parks	15
Table 3.2.2: East Grinstead Town Centre Off-Street Car Parking Charges	16
Table 3.2.3: East Grinstead Off-Street Car Parking Season Tickets	16
Table 3.2.4: East Grinstead Off-Street Car Parking by Car Park and Year	17
Table 3.2.5: East Grinstead Seasonal Variation by Car Park	23
Table 3.2.6: East Grinstead Ticket Sales by Month and Time Period	24
Table 3.3.1: Inventory of East Grinstead Private Off-Street Car Parks	30
Table 3.3.2: Prices of East Grinstead Private Off-Street Car Parks	31
Table 3.4.1: Care UK – Proposed Measures	32
Table 3.4.2: Bridge Park – Proposed Measures	33
Table 3.4.3: Queen Victoria Hospital – Proposed Measures	34
Table 3.5.1: Parking Standards – Excluding Town Centre – for small developments	35
Table 3.5.2: Parking Standards – Town Centre – for small developments	36
Table 3.5.3: Parking Standards – Business Developments	36
Table 3.6.1: East Grinstead Car Ownership in Comparison to the Area	38
Table 3.6.2: East Grinstead Distance of Travel to Work Comparison	38
Table 3.6.3: Distance Travelled to Work by Mode of Transport	39
Table 3.6.4: East Grinstead Frequency of Bus Services	39
Table 3.6.5: East Grinstead Rail Services	39

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## FIGURES

Figure 1.2.1: East Grinstead Road Space Audit – Study Area	5
Figure 3.1.1: Location of CPZs in East Grinstead	10
Figure 3.1.2: Location of Limited Waiting Parking in East Grinstead	11
Figure 3.1.3: Location of CPZ Parking Bays in East Grinstead	11
Figure 3.1.4: CPZ Demand vs. Capacity on Individual Streets	14
Figure 3.2.1: Location of MSDC Operated Off-Street Car Parks	15
Figure 3.3.1: Location of Private Off-Street Car Parks in East Grinstead	29
Figure 3.6.1: National Cycle Route 21 in East Grinstead – Copyright Sustrans	40

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## ***APPENDICES***

**Appendix A**

**Appendix B**

# 1 INTRODUCTION

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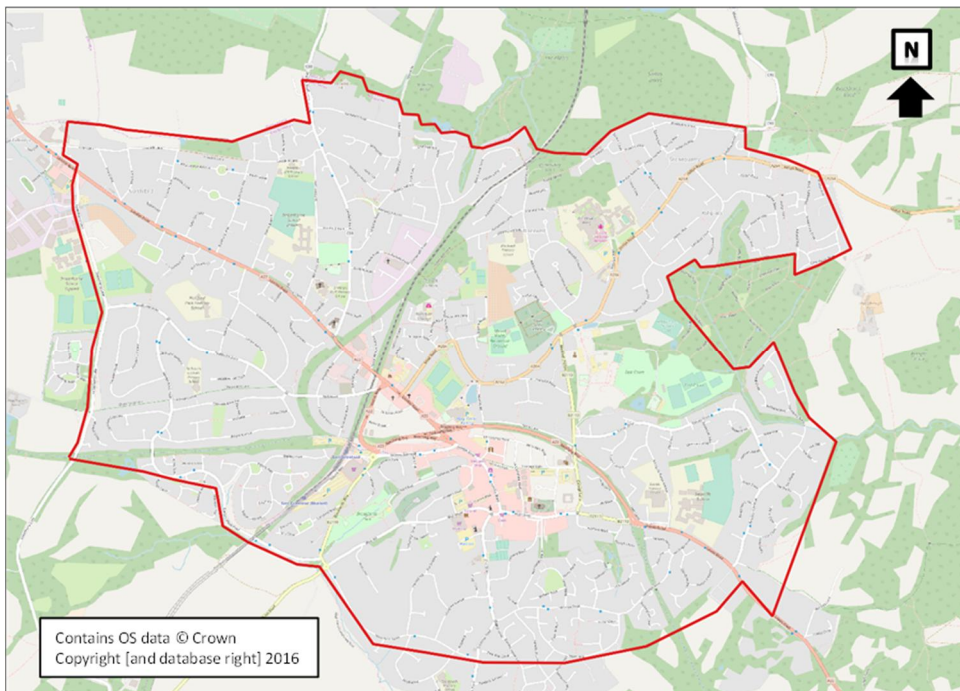
## 1.1 OVERVIEW

- 1.1.1. WSP was commissioned by Mid Sussex District Council (hereon referred to as MSDC) on 22nd June 2017 to undertake a Road Space Audit in East Grinstead Town Centre. The development of a Road Space Audit within an agreed study area will provide essential base data to ascertain current use and demands for road use and parking. It will also provide an understanding of the funding and resources required to meet the challenges of the future and to optimise parking stock and road space.
- 1.1.2. East Grinstead is located to the northeast of the West Sussex County, and is one of three market towns in the County. It also sits near the borders of East Sussex and Surrey and is surrounded by the High Weald AONB and the Ashdown Forest. East Grinstead lies on the junction of the A22 north south route between London and Eastbourne and the A264 west to Crawley, joining the A/M23 serving London, Brighton and Gatwick Airport. East Grinstead station is the terminus for a service from London Victoria. In the 2011 Census the town's population was 26,383 and the town is also a base for a thriving business community.
- 1.1.3. This study serves as a pre-emptive approach to fulfilling future parking needs within East Grinstead.

## 1.2 STUDY OBJECTIVES

- 1.2.1. East Grinstead has experienced a steady increase in parking pressure particularly on residential roads around the station and town centre. A Controlled Parking Zone (CPZ) was introduced by West Sussex County Council (WSCC) in 2000, and after a review was extended in 2013 to protect residents parking. A minor review of the CPZ took place in 2016. This review reported concerns that there is little scope for growth to meet increasing demand for parking within the current CPZ and reported concerns over the impact that this growth may have on the surrounding roads.
- 1.2.2. MSDC operates seven pay and display car parks within the defined study area providing approximately 708 long and short stay spaces. All car parks within the town have seen an increase in usage over the last decade, prompting concerns that capacity is meeting current demand without much scope for further growth.
- 1.2.3. Whilst the CPZ and the extension of other waiting restrictions into outlying residential roads has been beneficial for many residents, the demand for free long stay parking from residents, commuters, shoppers, visitors and local workers has displaced a large number of vehicles onto roads further away from the town centre. This has created parking congestion in new areas and exacerbated an existing problem on already congested roads.
- 1.2.4. The historic townscape and key routes into East Grinstead are already recognised to be under pressure at peak times. Significant volumes of completed and proposed residential and commercial development are creating further demand for on-street and off-street parking within the town. Without a review of the current and potential demands on road space in the town there is the potential for the economic growth to be affected in the medium to long term.
- 1.2.5. The District Council, working in partnership with WSCC and East Grinstead Town Council, are keen to adopt a broader approach to long term parking measures to meet current and future demand on the town's road network. The aim of this report would be to support emerging corporate objectives and develop a strategic blueprint for East Grinstead that defines how parking provision, combined with other sustainable transport initiatives, would support the long term economic prosperity of the town. The study area for the East Grinstead Road Space Audit is shown in Figure 1.2.1.

**Figure 1.2.1: East Grinstead Road Space Audit – Study Area**



## 1.3 ROADSAPCE AUDIT

1.3.1. The East Grinstead Road Space Audit will comprise a number of key deliverables and actions. These key deliverable will be in the following three areas:

### KEY DELIVERABLE A – BASELINE INFORMATION GATHERING

- A1: An outline of the current number and type of on-street parking bays within the study area, along with parking compliance/turnover data, the number of permits taken up by residents and other users within the CPZ, parking compliance/turnover data, permit waiting lists, tariffs and numbers/locations of non-resident permits within the CPZ.
- A2: An outline of the number/types of off-street spaces (including coach/ motorcycle parking) the District Council currently owns and manages within the study area as well as any data on usage (including seasonal fluctuations), season tickets, tariffs and waiting lists.
- A3: As above, but applied to car parks run by other/private organisations (including Sainsbury's, Aldi, Waitrose, Station, East Court, Football ground, Hospital).
- A4: An outline of any workplace parking strategies/travel plans developed by major employers located within the study area.
- A5: An outline of WSCC / MSDC (and neighbourhood plan) parking standards currently applied to new residential and business developments within the study area.
- A6: An outline of existing car ownership/use and travel habits as well as alternative transport provision, routes and patronage within the study area e.g. core bus/rail services/routes, taxi provision and pedestrian/cycle links.

1.3.2. The original scope also included the following deliverables. It was agreed that these deliverables may have been difficult to complete within the timeframe and as such have not yet been commissioned:

- A7: A detailed site appraisal of the study area in order to identify any accesses, build-outs, road alignments and any other features that could determine the nature of a future review of waiting restrictions and/or potential infrastructure improvements (e.g. verge replacement or new cycle routes). The appraisal should also identify key attractors such as retail outlets, hospitals education or tourism /leisure facilities as well as areas of road space which could potentially be subject to improvement and/or used differently.
- A8: On-street vehicle/use surveys in a number of roads within the study area (not including the existing CPZ tbc) in order to identify specific types of parking demands/durations. It is recommended that two separate surveys be undertaken (one during term time and another during the school holidays), each



to be on two weekdays as well as a Saturday, preferably at three-hourly intervals between 8am and 6pm (the final survey being at 6pm). The methodology and results of the surveys in all roads within the study area would be presented to the Employer, alongside any conclusions drawn from that survey data.

#### **KEY DELIVERABLE B – PUBLIC / STAKEHOLDER ENGAGEMENT**

- B1: In addition to the collection of the technical data outlined in Key Deliverable A a comprehensive public/stakeholder engagement and communications strategy.
- B1: The public / stakeholder engagement will obtain and analyse the views of stakeholders, interest groups and members of the public on the current use and efficiency of the road network in the study area as well as what future measures are desired. This exercise will include a fully inclusive engagement programme, which gathers the views of local residents, businesses and visitors in an interactive and meaningful way. As part of this engagement sessions with stakeholders, including resident and business groups will be undertaken, to ensure that local views are gathered, understood and fed into the overall analysis. The expectation is that residents and businesses have the opportunity to fully engage in this audit.
- B1: Data gathering and communication throughout this exercise will include techniques such as:
  - survey monkey,
  - touch screens,
  - posters,
  - staff/visitor interviews,
  - surveys/forums
- B1: It is expected that during the data gathering and communication exercise WSP will work closely with the council communication team to develop a communication strategy.

1.3.3. It is envisaged that the information collected as part of the public/stakeholder engagement will be integrated with the technical data and comparisons and conclusions will be drawn from all of this information made available to them.

#### **KEY DELIVERABLE C – FUTURE REQUIREMENTS**

- C1: An outline of the expected future transport/travel trends, including parking, within the study area as outlined in existing studies/documentation e.g. the Local Transport Plan, Mid Sussex Transport Study and South Coast Corridor Multi Modal Study.
- C2: An outline of any potential/planned changes in off-street regulations, tariff structures and overall capacity e.g. introduction of Sunday charges, car park expansions/ closures, sustainable transport initiatives.
- C3: An outline of planned development scenarios (residential, business and retail) and the parking/wider transport demands and provision associated with them. As well as any known infrastructure/transport improvements already identified in the WSCC Integrated Works Programme (e.g. cycle network) or any of the District Council's forward plans as well as neighbourhood plans.

1.3.4. Within this report Key Deliverable A is considered. Deliverables B & C will follow at a later date having been informed by the data collected in this report.

## **1.4 STRUCTURE OF THIS REPORT**

1.4.1. The remainder of the report will be split into these following sections:

#### **DATA COLLECTED AND GIS**

- This section will outline how and what data was obtained and explain how this data was used.

#### **EVIDENCE BASE – KEY FINDINGS**

- Provides analysis of the data collected as part of this study, including a site visit and street audit.

#### **CONCLUSIONS AND RECOMMENDATIONS**

- Concludes the data reviewed and recommends any further analysis.



## 2 DATA COLLECTED AND GIS

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### 2.1 INTRODUCTION

- 2.1.1. A site visit was undertaken by WSP staff on 7th August 2017 in order to gain an understanding of the study area and to observe the on-street parking, as well as the off-street parking at both the MSDC controlled and private locations.
- 2.1.2. In addition, data to be collected was identified during discussions between WSP and MSDC during the inception of the project in June 2017. It was noted in the project programme that the deliverables are subject to obtaining the necessary information. This sections aims to summarise the correspondence between WSP and MSDC / WSCC in order to detail where data was (and was not) obtained and how this impacts on the deliverables, which are listed below:
- A1: An outline of the current number and type of on-street parking bays within the study area (including coach / motorcycle/taxi parking as well as free limited waiting), the number of permits taken up by residents and other users within the CPZ, parking compliance/turnover data, permit waiting lists, tariffs and numbers/locations of non-resident permits within the CPZ.
  - A2: An outline of the number/types of off-street spaces (including coach/ motorcycle parking) the District Council currently owns and manages within the study area as well as any data on usage (including seasonal fluctuations), season tickets, tariffs and waiting lists.
  - A3: As above but applied to car parks run by other/private organisations
  - A4: An outline of any workplace parking strategies/travel plans developed by major employers located within the study area.
  - A5: An outline of WSCC / MSDC (and neighbourhood plan) parking standards currently applied to new residential and business developments within the study area.
  - A6: An outline of existing car ownership/use and travel habits as well as alternative transport provision, routes and patronage within the study area e.g. core bus/rail services/routes, taxi provision and pedestrian/cycle links.

### 2.2 DATA REQUESTED

- 2.2.1. Table 2.2.1 summarises the correspondence between WSP and MSDC / WSCC. The correspondence aimed to obtain the necessary information to fulfil the deliverables listed above:

**Table 2.2.1: East Grinstead Data Requested**

Format	Name	Received	Contact
GIS	Existing Car Park Zone Boundaries	Yes	Email sent to Maureen Davenport on 07/07/2017.
	Off Street Car Park Locations	No - WSP produced bespoke GIS layers based upon the site visit.	Email sent to Maureen Davenport on 07/07/2017.
	On Street Car Parking Bays	Yes	Email sent to Maureen Davenport on 07/07/2017.
	Taxi Parking	Yes	Email sent to Maureen Davenport on 07/07/2017.
	Bus Lanes	No - No data available	Email sent to Maureen Davenport on 07/07/2017.
	Forthcoming Development Sites	No - No data available	Email sent to Maureen Davenport on 07/07/2017.
Excel	Parking Compliance Data	No - This information is not currently held by MSDC. Compliance monitoring is scheduled to commence imminently.	Email sent to Maureen Davenport on 07/07/2017. Email sent to Melanie Burgess on 07/07/2017.
	Parking Turnover Data – incl. Season Tickets, Tariffs and Waiting Lists	Yes for Off Street Parking – Yearly & Monthly Transactions  Yes – CPZ (For Jan 2017 – Aug 2017).  On-Street Parking has been provided by MSDC in Sep 2017 and will be detailed in the second draft of this report	Email sent to Maureen Davenport on 07/07/2017.  Latest – Claire Onslow emailed the on-street parking data on 21/09/2017.
	Travel Plans by Major Employers	Two active travel plans were provided by WSCC, with another draft travel plan provided.  Dialogue is ongoing regarding School Travel Plans	Latest - Andy Mouland who was last emailed on 03/10/2017.
	Car Ownership / Use Data	No – MSDC does not hold any data on car ownership / use beyond that which is reported in the census. Data was downloaded from NONMIS web	Email sent to Maureen Davenport on 07/07/2017.
	Census Travel Data	No – WSP downloaded from NOMIS web.	Email sent to Maureen Davenport on 07/07/2017.
	Parking Standards for New Developments	No – WSP referred to WSCC / MSDC Standards.	Email sent to Maureen Davenport on 07/07/2017.

## 2.3 GAPS IN DATA RECEIVED

2.3.1. The results of the data collection exercise has had the following impact on the deliverables:

- Task A1 has been slightly compromised by a lack compliance data. An outline of the current number and type of on-street parking bays has been provided, as well as an outline on the take up permits within the CPZ in East Grinstead. The location and usage of charged parking bays will be detailed in the second draft of this report.
- Task A2 has also been slightly comprised. Usage data (per car park) was received detailing yearly & monthly transactions, disaggregated by parking ticket type (hours stayed and season ticket information). From this parking hours sold per day were deduced and the volume of parking demand against capacity could be deduced. Information regarding compliance was not available.
- Task A3 gives a brief outline of what could reasonably be expected to be the most popular private car parks in each town, including their location, number of spaces and prices. Unfortunately WSP did not receive any information on turnover or compliance.

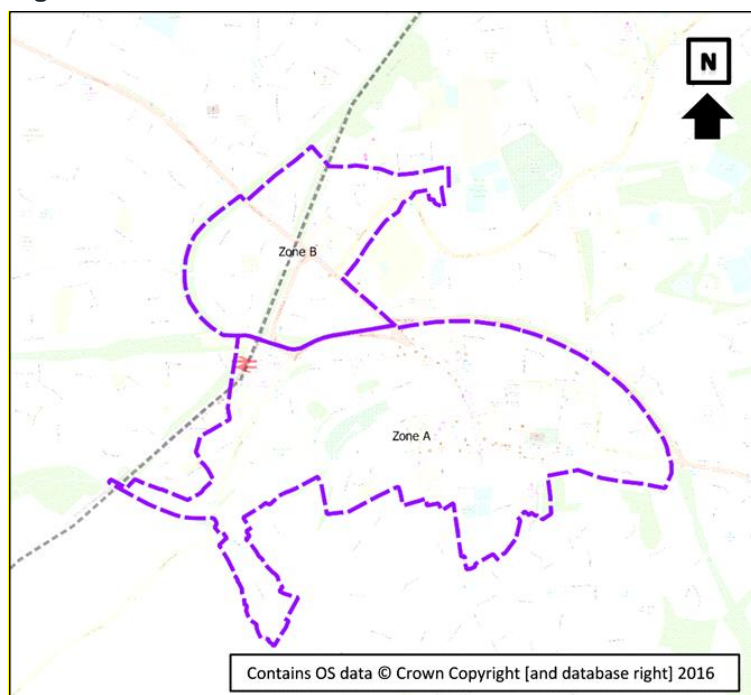
- Task A4 has been drafted with reference to travel plans provided by MSDC and WSCC. It should be noted that the deliverable is only concerned with an outline of measures used and does not concern an analysis of monitoring reports to see whether the travel plans are being implemented and whether the measures are effective. The project team is in dialogue regarding the procurement of school travel plans.
- Task A5 has been drafted with reference to the following documents:
  - WSCC - 'Guidance for Parking in New Residential Developments – September 2010'
  - WSCC - 'Revised County Parking Standards and Transport Contributions Methodology – Supplementary Planning Guidance adopted by WSCC – November 2003.'
  - East Grinstead Neighbourhood Plan September 2016
- Task A6 has been drafted with reference to data held by NOMIS web.

## 3 EVIDENCE BASE – KEY FINDINGS

### 3.1 A1: ON-STREET PARKING

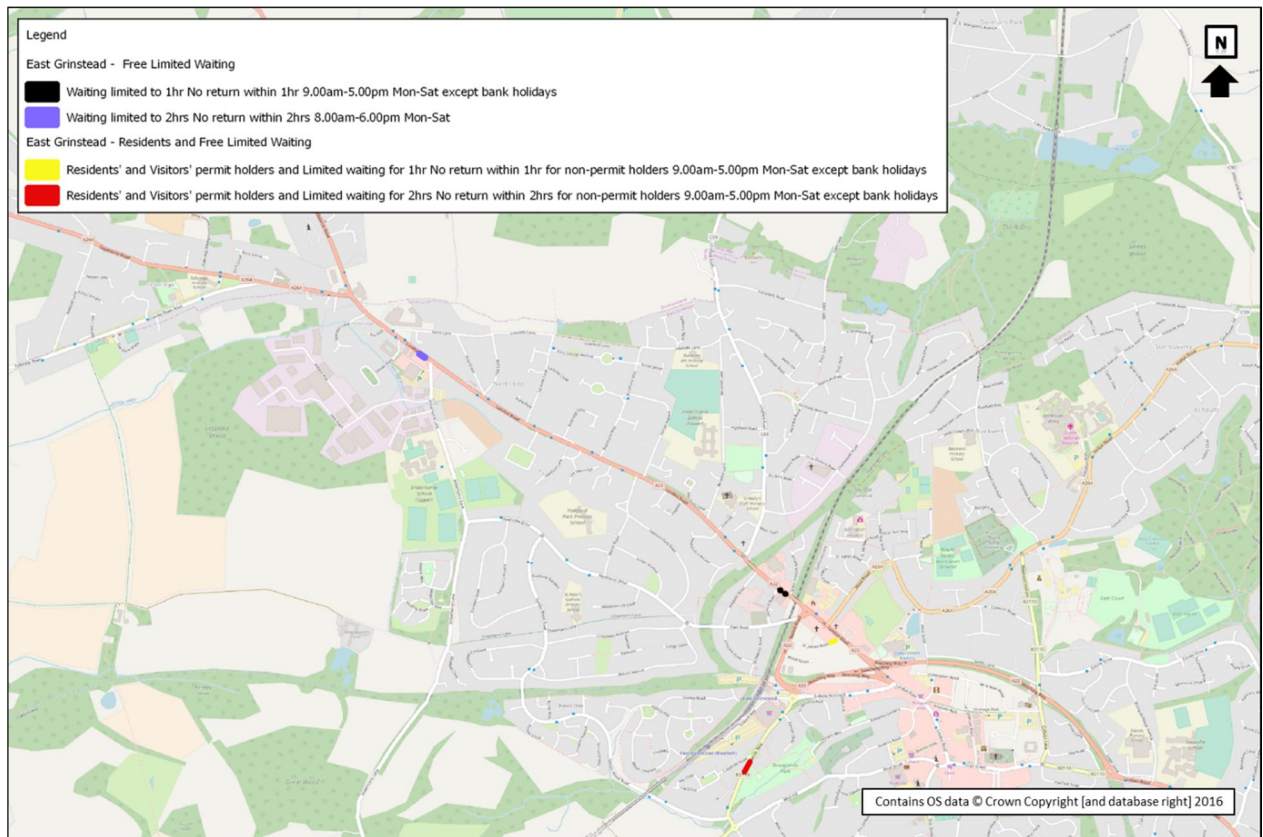
- 3.1.1. This section aims to provide an outline of the current number and type on-street parking bays within the study area as well as an outline on CPZ permit uptake. To undertake this assessment GIS mapping data has been obtained from WSCC to identify the location and capacity of on-street parking. Data relating to the uptake of permits within the CPZ was provided by MSDC. The location and usage of charged on-street parking bays will be detailed in the second draft of this report. Data on compliance was requested but not available.
- 3.1.2. On-street parking in East Grinstead is restricted by the presence of CPZs as shown in Figure 3.1.1. As can be seen by Figure 3.1.2, Figure 3.1.3 & Table 3.1.2 Zone A and Zone B feature slightly different restrictions and as such permits are available for slightly different prices.

**Figure 3.1.1: Location of CPZs in East Grinstead**

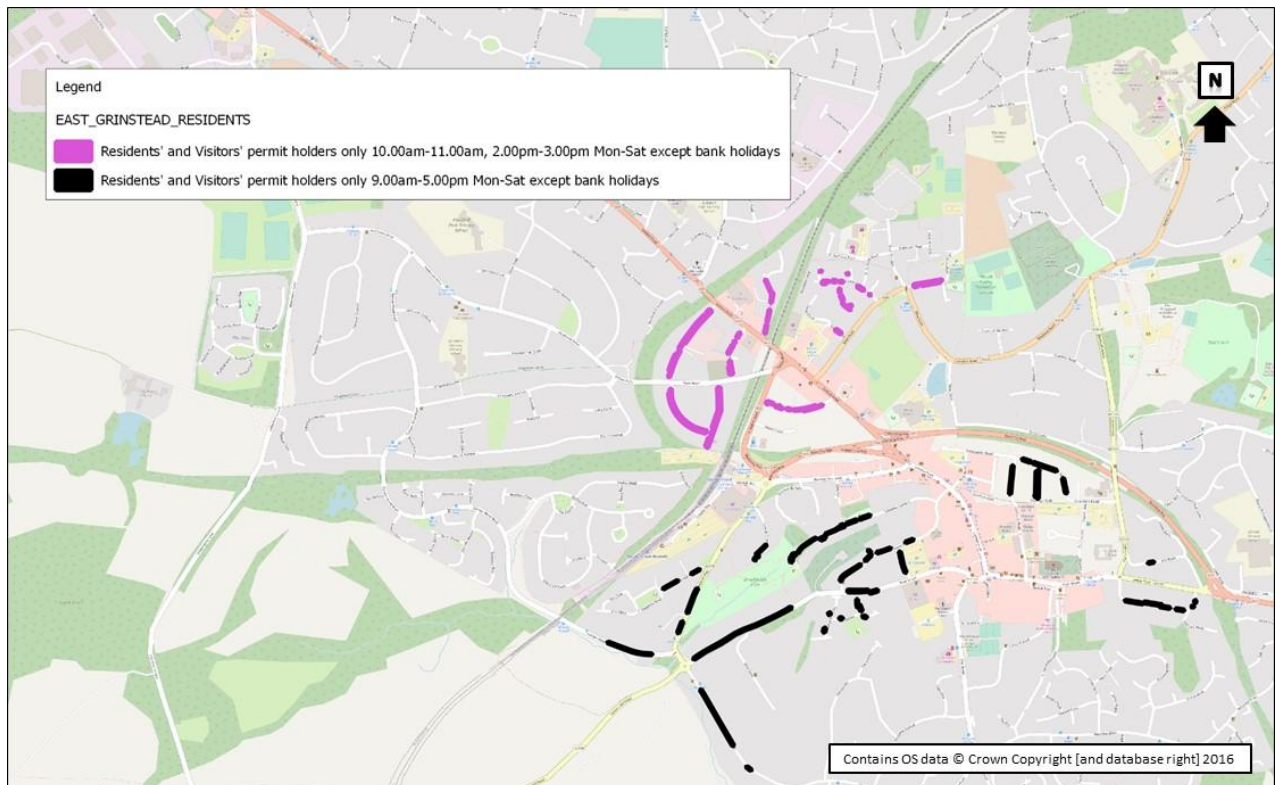


- 3.1.3. Figure 3.1.2 & Figure 3.1.3 shows the location and type of on-street parking in East Grinstead.

**Figure 3.1.2: Location of Limited Waiting Parking in East Grinstead**



**Figure 3.1.3: Location of CPZ Parking Bays in East Grinstead**





## TYPE OF FREE LIMITED WAITING ON-STREET PARKING

- 3.1.4. Table 3.1.1 shows the types of on-street parking in East Grinstead. Based on the number of spaces and length of available parking it is assumed that each parking space is approximately 4.5m long.

**Table 3.1.1: East Grinstead On-Street Parking**

Type of Free Limited Waiting	Number of Locations	Length Available (m)	Number of Spaces
Residents' and Visitors' permit holders and Limited waiting for 1hr No return within 1hr for non-permit holders 9.00am-5.00pm Mon-Sat except bank holidays	1	5	23
Residents' and Visitors' permit holders and Limited waiting for 2hrs No return within 2hrs for non-permit holders 9.00am-5.00pm Mon-Sat except bank holidays	2	10	47
Residents' and Visitors' permit holders only 10.00am-11.00am, 2.00pm-3.00pm Mon-Sat except bank holidays	42	347	1560
Residents' and Visitors' permit holders only 9.00am-5.00pm Mon-Sat except bank holidays	58	403	1826
Waiting limited to 1hr No return within 1hr 9.00am-5.00pm Mon-Sat except bank holidays	2	4	21
Waiting limited to 2hrs No return within 2hrs 8.00am-6.00pm Mon-Sat	1	8	35
<b>Total</b>	<b>106</b>	<b>777</b>	<b>3512</b>

- 3.1.5. Table 3.1.1 shows that 'Residents' and Visitors' permit holders only 9.00am-5.00pm, Mon-Sat except bank holidays' is the most common type of on-street parking, with a total of 1826 metres or 403 spaces. Overall there is a total of 3512 metres of free limited on-street parking or a total of 777 spaces.
- 3.1.6. Residents' and Visitors' permits are available for the prices detailed in Table 3.1.2 and Table 3.1.3.

**Table 3.1.2: Prices for CPZs in East Grinstead**

Permit Type	Zone A	Zone B
First Permit	£41.00	£26.00
Second Permit	£83.00	£52.00

**Table 3.1.3: Prices of Visitor Permits in CPZs in East Grinstead**

Type	Zone A	Zone B	Notes
Visitor Permits	35p / 2hours	30p / 2hours	Can purchase books of 10 for £3.00
Daily Visitor Permits	£1.40	n/a	Can purchase books of 5 for £7.00

## UPTAKE OF CPZ PERMITS

- 3.1.7. Data regarding the uptake of CPZ permits was provided by MSDC in September 2017. Data was provided for the months January 2017 – August 2017. Table 3.1.4 shows that the uptake of permits in Zone A of East Grinstead has grown above the capacity.
- 3.1.8. It should be noted that in the data provided it appears that MSDC makes allowance for there being 10% more uptake than the capacity allows. This is likely to make allowance for permits not being in constant use. Nonetheless Table 3.1.4 indicates that on-street parking demand in Zone A is outgrowing supply and in Zone B demand is nearing supply.

**Table 3.1.4: Uptake of CPZ Permits in East Grinstead (2017)**

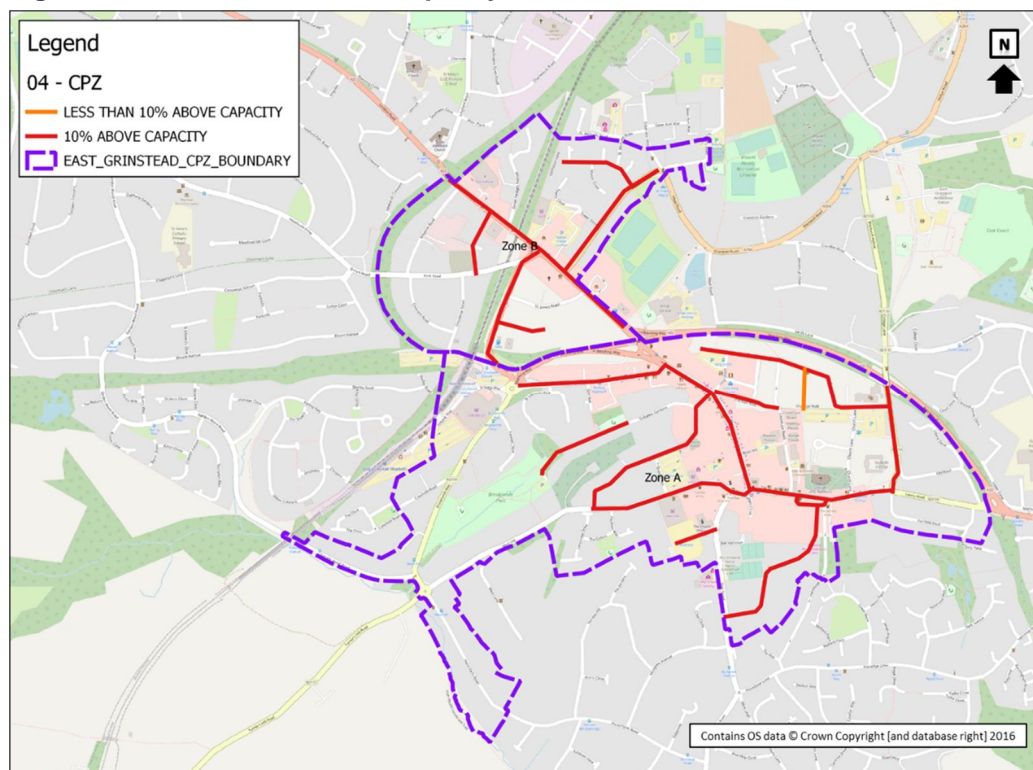
Uptake	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Zone A - Capacity	472	472	472	472	472	472	472	472
Zone A - Issued (Residents)	442	438	443	448	443	447	458	463
Zone A - Issued (Non Residents)	16	17	18	18	17	18	18	18
Zone A - Remaining Capacity	14	17	11	6	12	7	-4	-9
Zone B - Capacity	299	299	299	299	299	299	299	299
Zone B - Issued (Residents)	221	224	223	221	220	223	226	226
Zone B - Issued (Non Residents)	65	63	63	62	62	60	61	61
Zone B - Remaining Capacity	13	12	13	16	17	16	12	12

- 3.1.9. In Appendix A a more detailed breakdown of permits issued has been provided for August, which is the latest month available.
- 3.1.10. The data gives a breakdown on the capacity per street and permits issued per street. Each zone's capacity is calculated as a zone wide total, as such it is to be expected that at a street level permits can be issued above capacity. It is also to be expected that permits can be issued on streets without the requisite parking bays. Nonetheless, if there is a cluster of streets where demand exceeds supply then there may be a threat to the successful operation of the CPZ.
- 3.1.11. Appendix A shows that permits have been issued to a greater extent than the "10% above capacity" criteria would allow on the following streets in East Grinstead:
- Zone A
    - Christopher Road
    - College Lane
    - De La Warr Road
    - High Street
    - Institute Walk
    - London Road
    - Middle Row
    - Orchard Way
    - Portland Road
    - Queens Road
    - Railway Approach
    - West Street
    - West View Garden
  - Zone B
    - Garland Road
    - London Road
    - Moat Road
    - St Agnes Road
    - Station Road
    - Wood Street
- 3.1.12. Appendix A shows that, in addition to the streets above, permits have been issued to a greater extent than the capacity criteria would allow on the following streets in East Grinstead:
- Zone A
    - Chequer Road



- 3.1.13. Figure 3.1.4 shows where, at a street level, permits have been issued beyond a streets capacity. Zone A has a cluster of streets reaching from West Street to College Lane where permits have been issued above the street's capacity. This may impact on the effective operation of the CPZ in the centre-east of the zone as vehicles route inefficiently trying to park as close as possible to their property.

**Figure 3.1.4: CPZ Demand vs. Capacity on Individual Streets**



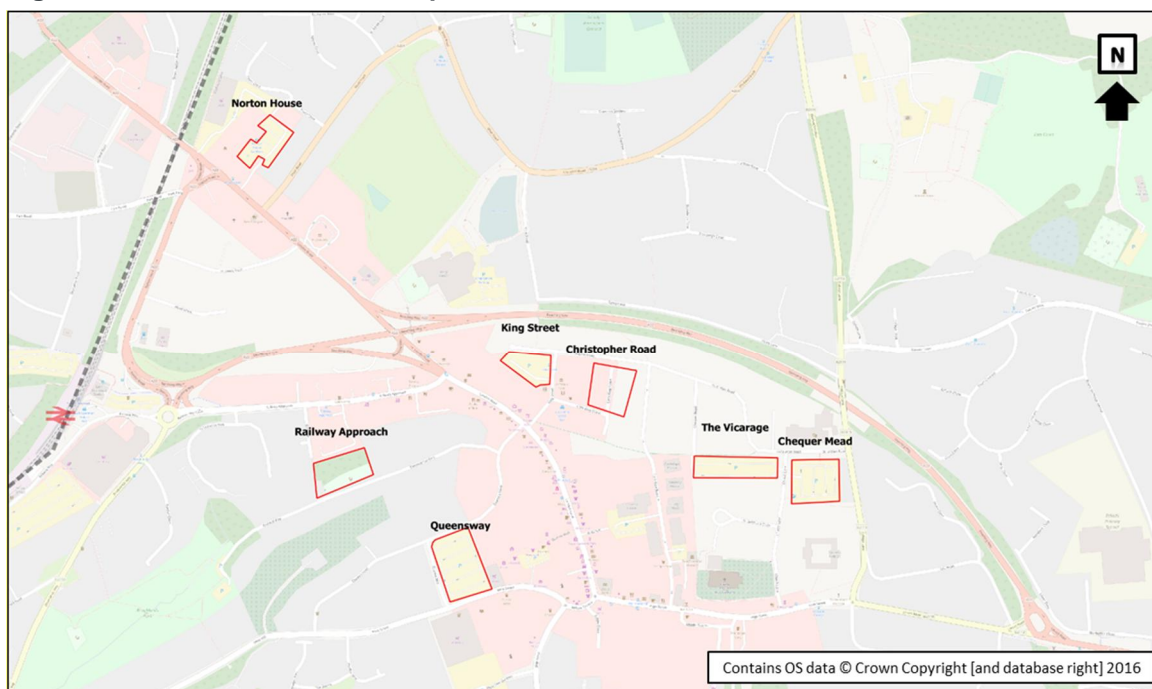
## SUMMARY

- 3.1.14. In summary in East Grinstead the majority of on-street parking is restricted by the presence of the CPZ. There are 12 on-street parking spaces for free limited waiting which are not subject to restrictions at any time by the CPZ. Charged parking bays will be detailed in the second draft of the report.
- 3.1.15. The number of CPZ permits issued outstrips capacity in Zone A but not in Zone B. In neither zone does the number of permits issued go over the 'capacity + 10%' criteria. The effective operation of Zone A could be compromised on a number of streets centre-east within the zone as there is a cluster of over-subscribed streets.

## 3.2 A2: MSDC OFF-STREET CAR PARKS

- 3.2.1. To undertake this assessment information has been obtained from the MSDC website regarding the location and capacity of off-street parking. Parking turnover data has been obtained from Mid Sussex District Council. Parking compliance data was requested from MSDC but was not available.
- 3.2.2. In addition, a site visit was undertaken to confirm the layout of the MSDC controlled car parks on 7th August 2017. Figure 3.2.1 shows the location of the principal MSDC operated off-street parking locations in the centre of East Grinstead.

**Figure 3.2.1: Location of MSDC Operated Off-Street Car Parks**



- 3.2.3. There are currently 7 main MSDC controlled car parks in East Grinstead. Table 3.2.1 lists the car parks and the capacity of each car park. It should be noted that Railway Approach has both capacity for long stay and short stay car parking.

**Table 3.2.1: East Grinstead Town Centre Off-Street Car Parks**

East Grinstead	Duration	Total	Short Stay	Long Stay	Disabled	Parent & Child	Motorcycle	Electric	P & D Machines
Railway Approach	Short Stay	26	18	0	3	5	Yes	No	3
	Long Stay	65	0	65					
Queensway	Short Stay	163	153	0	6	4	Yes	No	3
Kings Street	Short Stay	69	64	0	2	3	Yes	No	2
Christopher Road	Short Stay	44	39	0	3	2	Yes	No	1
Vicarage	Long Stay	153	0	148	3	2	Yes	No	2
Chequer Mead	Short Stay	122	120	0	2	0	No	Yes	2
Norton House	Long Stay	70	0	68	2	0	No	No	2
<b>Total</b>		<b>712</b>	<b>394</b>	<b>281</b>	<b>21</b>	<b>16</b>			<b>15</b>

3.2.4. The car parking tariffs for the MSDC controlled car parks is shown in Table 3.2.2.

**Table 3.2.2: East Grinstead Town Centre Off-Street Car Parking Charges**

Duration	Short Stay Parking Charges					Long Stay Parking Charges		
	Queensway	Kings Street	Christopher Road	Chequer Mead	Railway Approach (Short Stay)	Railway Approach (Long Stay)	Vicarage	Norton House
Up to 1 hour	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80	£0.80
Up to 2 hours	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20	£1.20
Up to 3 hours	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00
Up to 4 hours	£4.00	£4.00	£4.00	£4.00	£4.00	£3.00	£3.00	£3.00
More than 4 hours	£6.00	£6.00	£6.00	£6.00	£6.00	£4.00	£4.00	£4.00

3.2.5. Table 3.2.2 shows that up to 3 hours the cost of parking is the same in both the short stay and the long stay car parks. From up to 4 hours parking is cheaper in the long stay car parks.

3.2.6. Table 3.2.3 shows the season ticket information for each long stay car park as of July 2017. 69% of the available permits have been purchased.

**Table 3.2.3: East Grinstead Off-Street Car Parking Season Tickets**

Car Park	Car Park Spaces	Season Ticket Capacity	Total Permits	Remaining Capacity	Annual Cost
Norton House	70	43	35	8	£550.00
Railway Approach (Long Stay Only)	69	41	31	10	£550.00
Vicarage	153	91	60	31	£550.00
<b>Total</b>	<b>392</b>	<b>235</b>	<b>161</b>	<b>74</b>	

3.2.7. As of July 2017 there is only a waiting list for Railway Approach. This is in spite of the fact that there is remaining capacity. There are currently four outstanding applications. Three of these have been offered permits but are yet to respond.

3.2.8. A penalty charge of approximately £70 is issued for a breach of the following regulations:

- Failure to display a valid parking ticket or permit (the date and expiry must be clearly visible).
- The ticket should be displayed on the dashboard.
- Parking longer than the period permitted.
- Failure to park wholly within a marked bay.
- Parking in a marked disabled bay without a valid disabled persons badge displayed in the prescribed manner.
- Parking on double yellow lines or hatched areas. This included disabled badge holders.
- On expiry of first ticket purchased the vehicle must leave the car park and not return within one hour.
- Purchase of additional ticket(s) to extend stay.

3.2.9. A reduction in the cost of the penalty charge notice is available if the penalty is paid within 14 days and after the notice period of 28 days an increase in penalty charge will apply.

3.2.10. It is possible to appeal the penalty notice. If this appeal is unsuccessful it is possible to appeal to the Traffic Penalty Tribunal.

## ANNUAL VARIATION

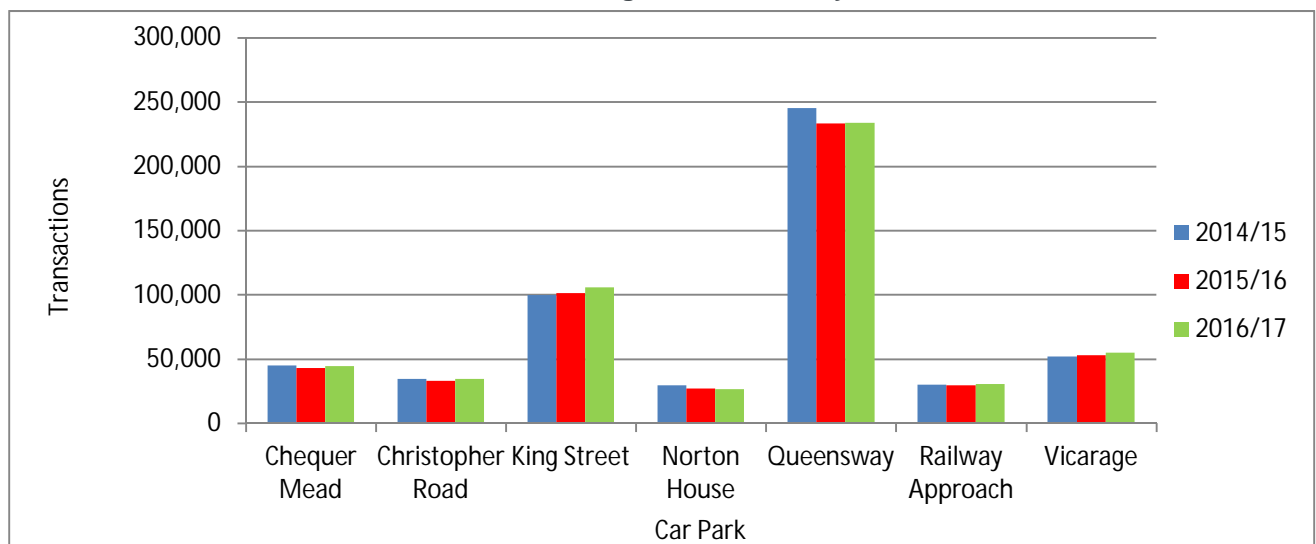
3.2.11. Table 3.2.4 shows the annual fluctuation by car park for the financial years 2014/15 to 2016/17 for ticket transactions. Fluctuations in season ticket data has not been provided in the MSDC dataset.

**Table 3.2.4: East Grinstead Off-Street Car Parking by Car Park and Year**

	2014/15	2015/16	2016/17
Chequer Mead	44,671	43,020	44,411
Christopher Road	34,511	33,067	34,214
King Street	99,437	101,137	105,749
Norton House	29,150	26,693	26,605
Queensway	245,057	233,179	233,796
Railway Approach	29,672	29,442	30,256
Vicarage	52,045	52,886	54,941
<b>Total</b>	<b>534,543</b>	<b>519,424</b>	<b>529,972</b>

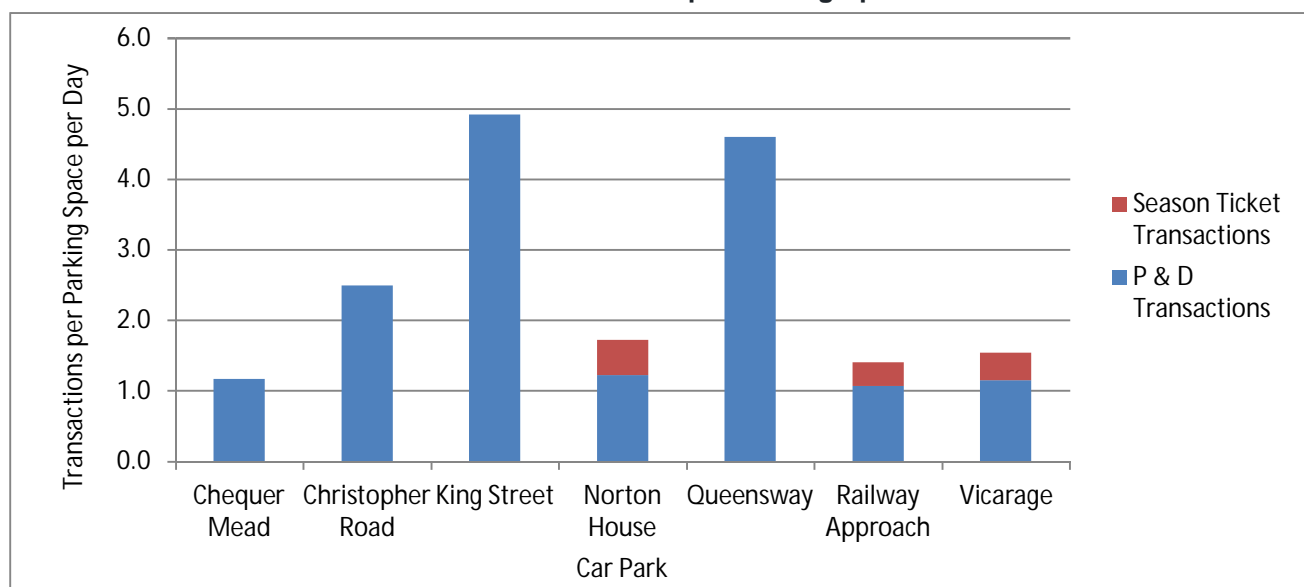
- 3.2.12. Table 3.2.4 shows that off-street pay and display transactions have fallen since their peak in 2014/15. Since 2014/15 pay and display transactions have risen in King Street, Railway Approach and Vicarage. Pay and display transactions have remained steady in Chequer Mead and Christopher Road.
- 3.2.13. Pay and display transactions have fallen in Norton House and Queensway. It is possible that this decrease is due an increase in season ticket sales, however the data provided cannot confirm this.
- 3.2.14. Chart 3.2.1 shows the change in pay and display transactions over the financial years.

**Chart 3.2.1: East Grinstead Off-Street Car Parking Transactions by Car Park and Year**



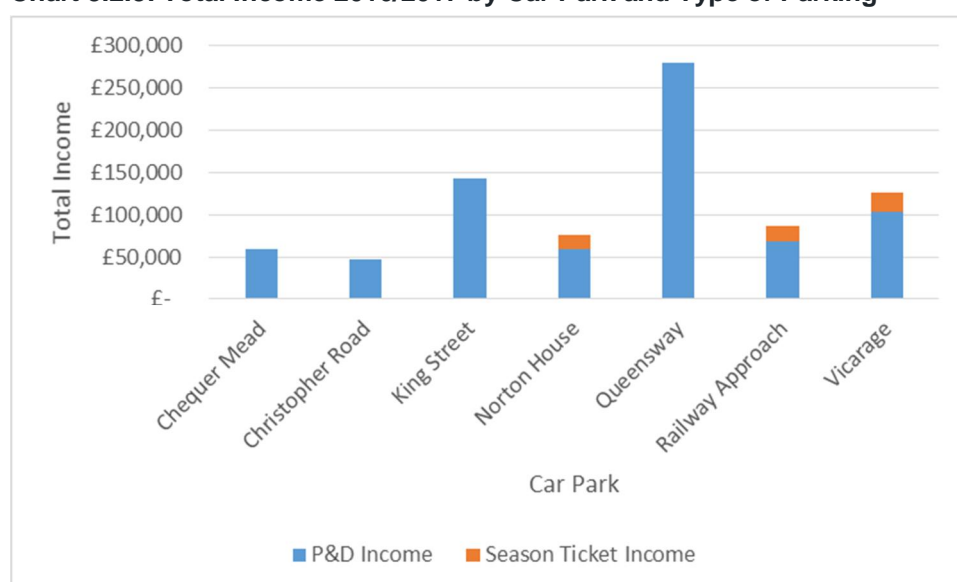
- 3.2.15. The number of transactions made per parking space for an average day in each car park is shown in Chart 3.2.2. The chart has been adjusted to take into season ticket usage as well as pay and display transactions. A season ticket is assumed to be equivalent to a transaction made upon a parking space for a full day each day, 6 days a week, 52 weeks a year. It should be noted that this is based on a static number of season ticket holders as per Table 3.2.3.

**Chart 3.2.2: East Grinstead - Number of Transactions per Parking Space 2016/2017**



- 3.2.16. Chart 3.2.2 shows that King Street and Queensway, which are short stay car parks, have a higher number of transactions per parking space. Chequer Mead has a low rate of transactions per parking space considering that it is a short stay car park. This is likely attributed to the fact that it is further away from the town centre than the other car parks.
- 3.2.17. Railway Approach, despite containing a mix of short and long stay, has one of the lowest transaction rates per parking space. Norton House and Vicarage are long stay car parks and as such have amongst the lowest transactions made per parking space. The three car parks mentioned above are also frequented by season ticket holders and as such one would expect them to have a lower number of transactions per day, but for these transactions to equate to more parking hours sold. This is confirmed in Chart 3.2.6.
- 3.2.18. Chart 3.2.3 shows the total income raised by each car park for the financial year 2016/2017.

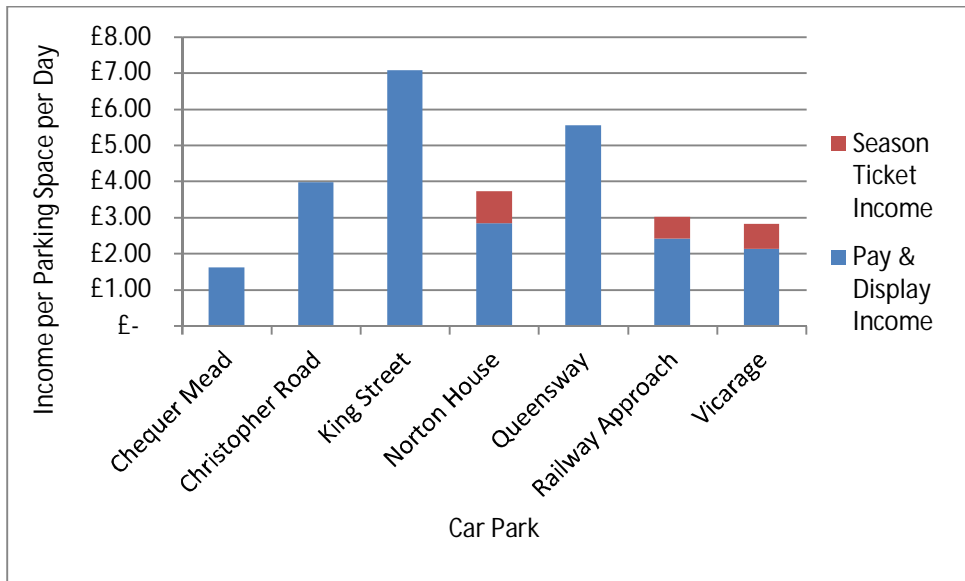
**Chart 3.2.3: Total Income 2016/2017 by Car Park and Type of Parking**



- 3.2.19. The chart above shows that Queensway car park raises the highest amount of income. This is most likely because Queensway is the largest car park with 163 spaces. Vicarage car park raises the most fees in terms of season ticket income. It should be noted that the information provided for Railway Approach does not distinguish between the short stay and long stay parking.

3.2.20. Chart 3.2.4 the total income raised per parking space has been calculated based on the assumption that the car parks charge Monday to Saturday for 52 weeks of the year.

**Chart 3.2.4: Total Income 2016/2017 per Parking Space by Car Park**



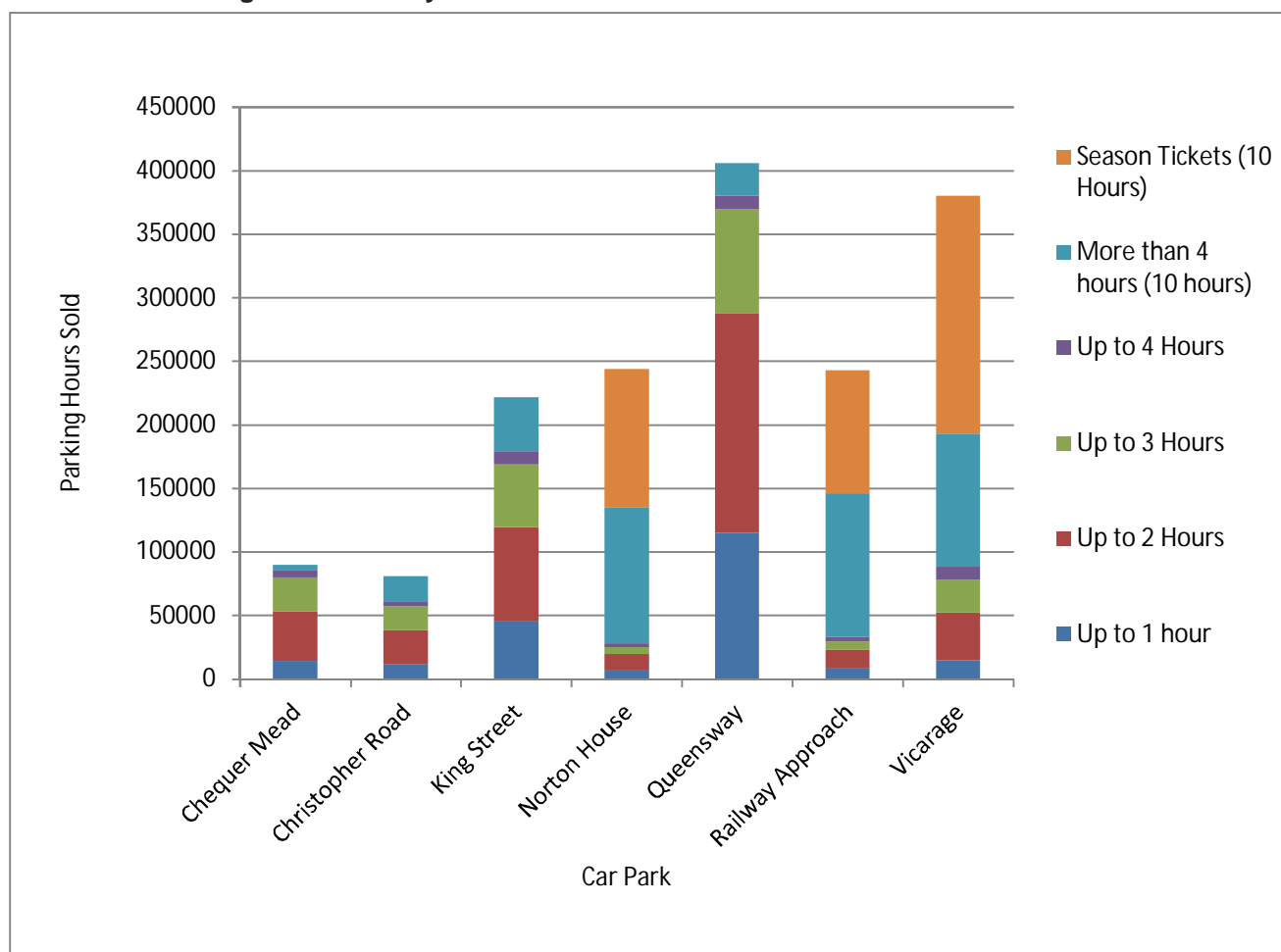
3.2.21. The above chart indicates that King Street has the highest income in parking per parking space. This is likely due to a relatively high amount of long stay parking despite its official classification as a short stay car park. This is confirmed by Chart 3.2.4.

3.2.22. Chart 3.2.5 shows the total number of parking hours sold by car park in 2016/2017 split by the duration of stay. The chart makes the following assumptions:

- Up to 1 hour is counted as 1 hour
- Up to 2 hours is counted as 2 hours
- Up to 3 hours is counted as 3 hours
- Up to 4 hours is counted as 4 hours
- More than 4 hours is counted as 10 hours (car park charges operates 10 hours a day from 8.00am to 6.00pm)
- Season tickets sales are counted as 10 hours as above. It should be noted that that is based on a static number of season ticket holders as per Table 3.2.3.



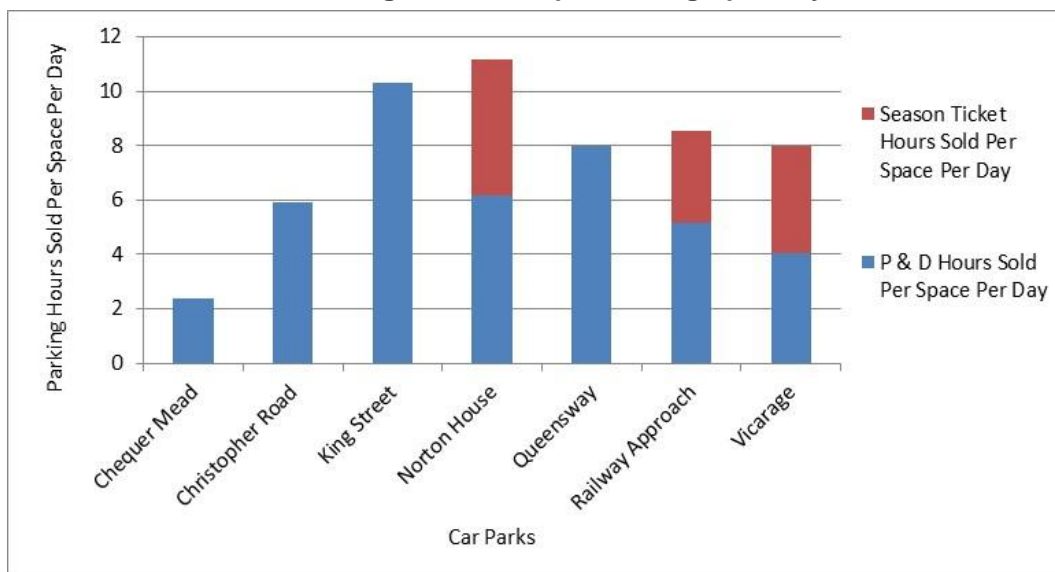
**Chart 3.2.5: Parking Hours Sold by Car Park and Duration 2016/2017**



- 3.2.23. Chart 3.2.5 shows that in Chequer Mead, King Street and Queensway the majority of parking hours sold are up to 1 hour and up to 2 hours. This is befitting with the primarily short stay nature of the car park. Christopher Road and King Street, despite being classified as short stay car parks, have a relatively even distribution of parking hours sold.
- 3.2.24. In Norton House, Railway Approach and Vicarage car parks the majority of parking hours sold are up to 4 hours, more than 4 hours and season ticket hours. This is befitting with the car parks long stay nature.
- 3.2.25. In Chart 3.2.6 the number of parking hours sold per parking space and car park in 2016/2017 is shown. This is based on the total number of parking hours sold including pay and display and season tickets; divided by the number of spaces and the total number of chargeable hours. It has been assumed that the car parks charge Monday to Saturday for 52 weeks of the year.

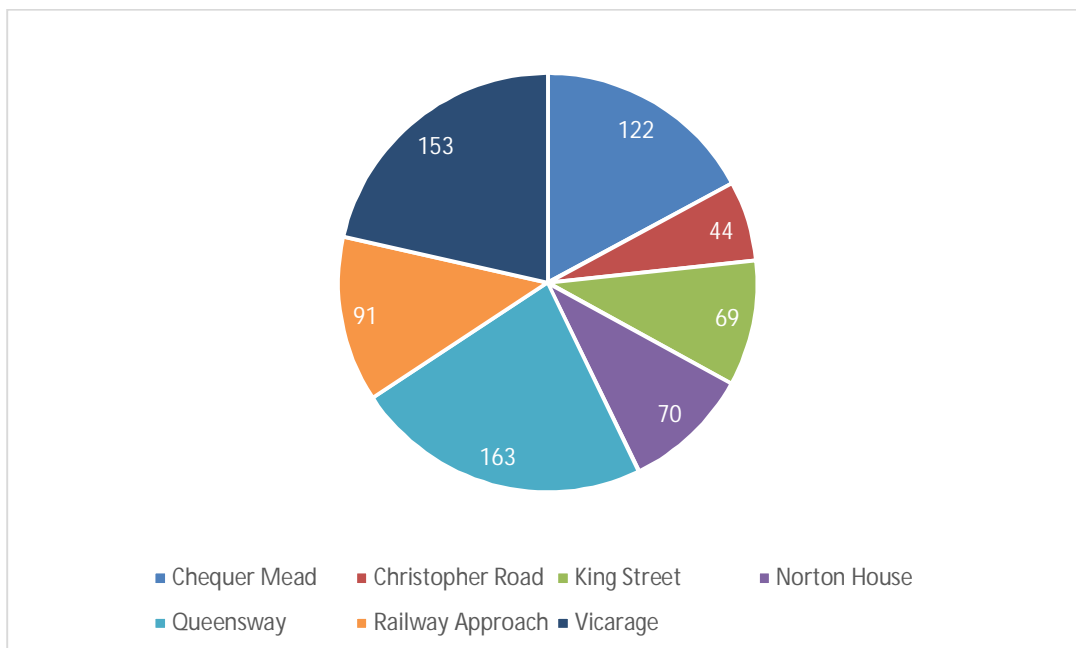


**Chart 3.2.6: Number of Parking Hours Sold per Parking Space by Car Park 2016/2017**



- 3.2.26. It can also be concluded that Norton House and King Street are operating near to their capacity as the number of parking hours sold per day is above the theoretical maximum of 10 parking hours sold per space per day. This means that turnover is at such a rate that cars which leave early are quickly replaced. This is consistent with Chart 3.2.4 which shows that King Street makes the most amount of money per space. Queensway, Railway Approach and Vicarage are also operating fairly close to their capacities. This is consistent with observations on site.
- 3.2.27. Chequer Mead is operating well below its capacity. This is likely due to it being a short stay car park which is situated relatively far away from the town centre.
- 3.2.28. The capacity of the Mid-Sussex District Council controlled car parks is shown in Chart 3.2.7. The overall capacity is 712.

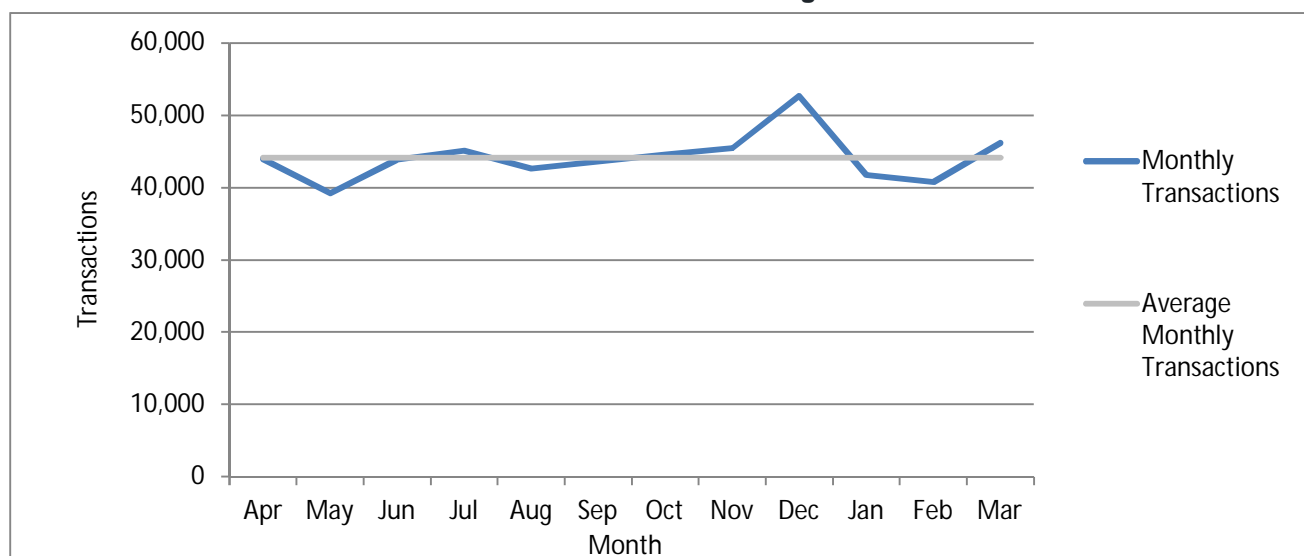
**Chart 3.2.7: Capacity of Car Parks in East Grinstead**



### MONTHLY VARIATION

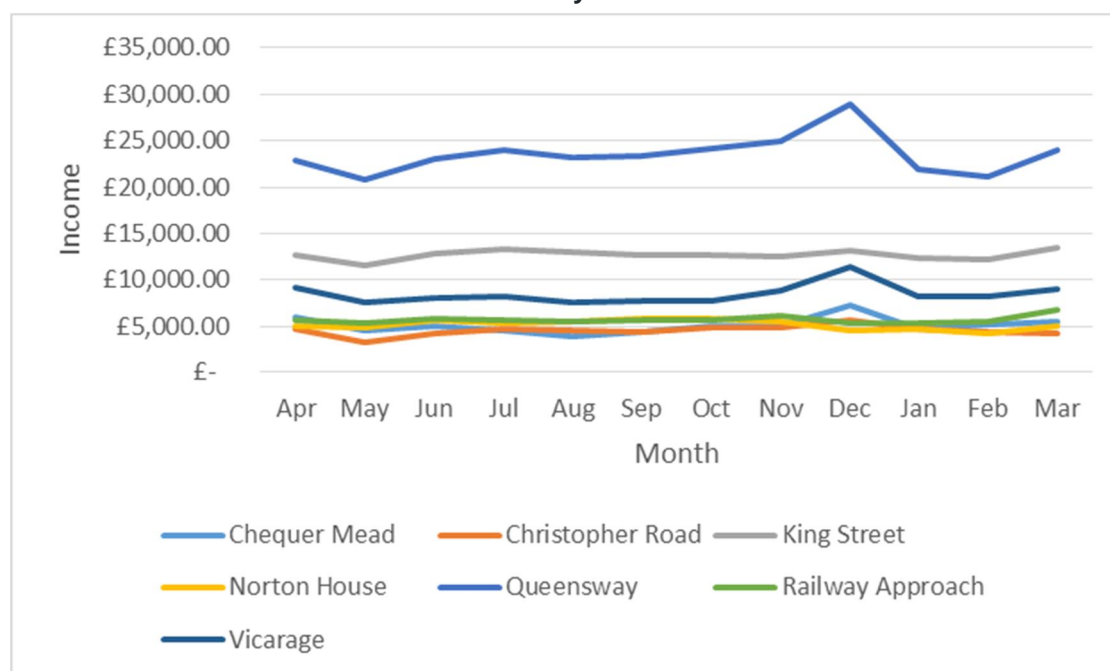
- 3.2.29. Chart 3.2.8 shows the monthly fluctuation in transactions at all of the car parks for the 2016/17 financial year.

**Chart 3.2.8: East Grinstead Seasonal Variation in Car Park Usage**



- 3.2.30. Chart 3.2.8 shows transactions in car parks are significantly above the monthly average in December by approximately 8,000 transactions. January, February and May are noticeably below the monthly average by approximately 2,500 transactions.
- 3.2.31. Chart 3.2.9 shows the monthly fluctuation in transactions at all of the off street car parks for the 2016/17 financial year.

**Chart 3.2.9: East Grinstead Annual Income by Car Park 2016/2017**

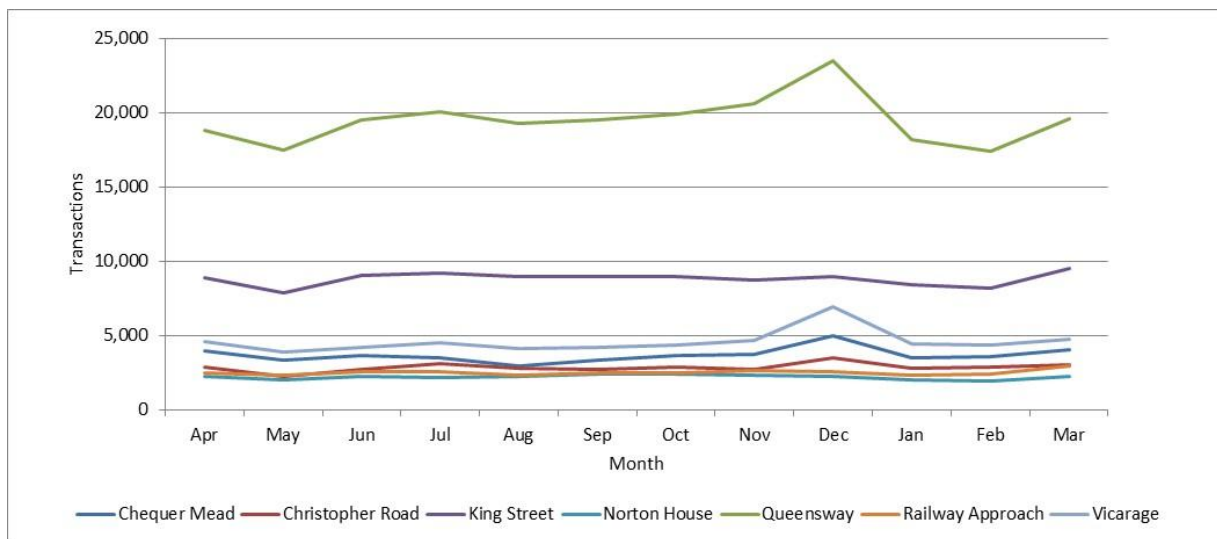


- 3.2.32. Table 3.2.5 and Chart 3.2.10 show the seasonal variation for each car park per month.

**Table 3.2.5: East Grinstead Seasonal Variation by Car Park**

	Chequer Mead	Christopher Road	King Street	Norton House	Queensway	Railway Approach	Vicarage
Apr	3,991	2,878	8,873	2,244	18,820	2,498	4,632
May	3,357	2,263	7,907	2,024	17,464	2,319	3,915
Jun	3,661	2,709	9,021	2,264	19,503	2,540	4,176
Jul	3,471	3,085	9,223	2,197	20,040	2,590	4,483
Aug	2,948	2,763	8,973	2,254	19,286	2,344	4,096
Sep	3,354	2,711	8,957	2,413	19,528	2,491	4,168
Oct	3,661	2,857	8,940	2,437	19,875	2,495	4,341
Nov	3,767	2,728	8,748	2,341	20,611	2,628	4,653
Dec	4,984	3,539	8,997	2,233	23,461	2,556	6,913
Jan	3,539	2,827	8,400	2,056	18,160	2,366	4,418
Feb	3,591	2,844	8,214	1,915	17,424	2,436	4,370
Mar	4,087	3,010	9,496	2,227	19,624	2,993	4,776

**Chart 3.2.10: East Grinstead Seasonal Variation by Car Park**



3.2.33. The Table and Chart above show a peak in December and decreases in May, January and February. This is likely due to the increased number of personal trips made over the Christmas period.

3.2.34. Norton House and Railway Approach are the exceptions to the above rule. This is likely because they are long stay car parks with a patronage by season ticket holders, meaning that there less scope for seasonal variability. Vicarage, despite also having season ticket patronage, is not an exception to this rule. This may be because as per Chart 3.2.6 there is slightly more spare capacity to accommodate increases in demand.

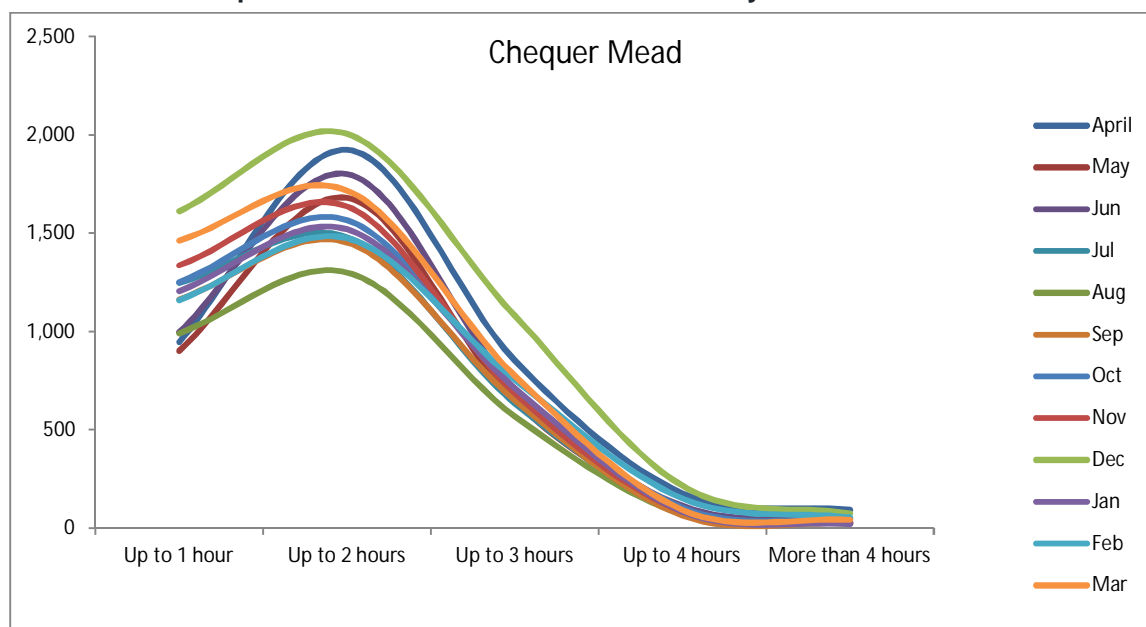
**Table 3.2.6: East Grinstead Ticket Sales by Month and Time Period**

	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours	More than 4 hours	Total
Apr	13,429	19,671	6,036	1,068	3,732	43,936
May	12,518	17,697	4,915	842	3,277	39,249
Jun	14,002	19,592	5,674	927	3,679	43,874
Jul	20,348	14,361	6,058	878	3,444	45,089
Aug	18,760	13,805	5,696	909	3,494	42,664
Sep	19,602	14,229	5,345	862	3,584	43,622
Oct	19,694	14,412	6,060	935	3,505	44,606
Nov	20,192	14,503	5,925	1,059	3,797	45,476
Dec	22,865	17,504	7,751	1,282	3,281	52,683
Jan	18,040	13,809	5,722	909	3,286	41,766
Feb	17,216	13,410	6,064	1,056	3,048	40,794
Mar	20,226	15,017	6,369	1,057	3,544	46,213

3.2.35. The table above shows that there are wider fluctuations in the sales of 1, 2 & 3 hour tickets. Tickets for either 4 hours & more than 4 hours remain comparatively stable throughout the year. This is to be expected, as long stay tickets are generally associated with less variable trip purposes such as commuting and education, and short stay tickets general associated with trip purposes with a fluctuating demand such as shopping.

3.2.36. Chart 3.2.11 shows the number of ticket sales by time period per month for Chequer Mead car park.

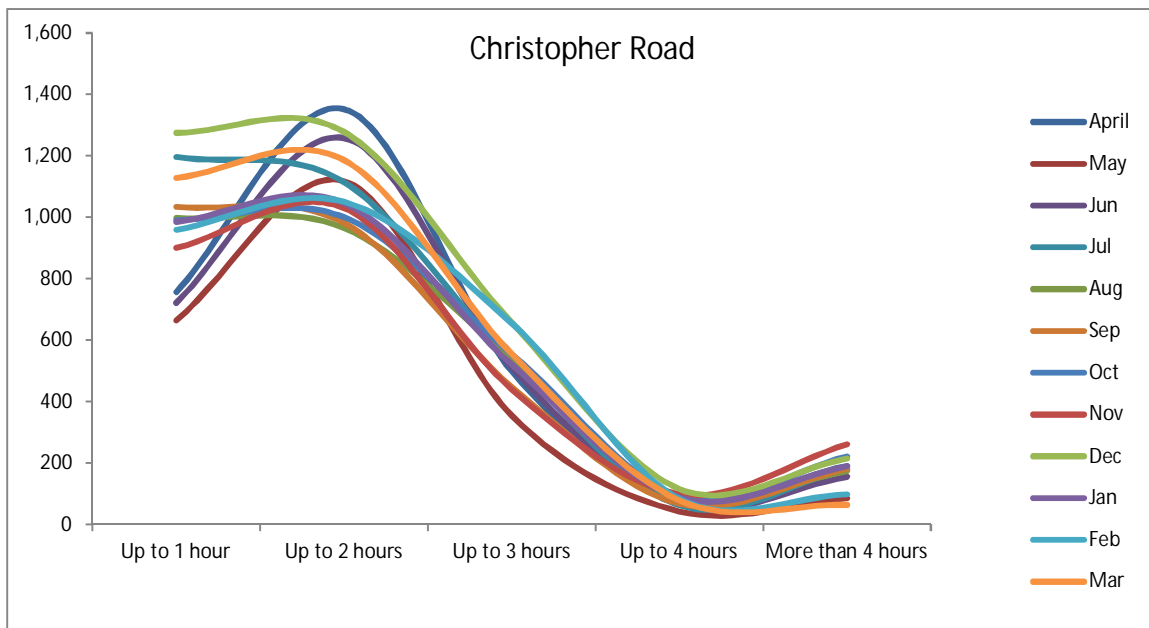
**Chart 3.2.11: Chequer Mead Car Park Seasonal Variation by Time Period**



3.2.37. Chequer Mead car park is a short stay car park, this is demonstrated in the chart above where the highest ticket sales are for up to two hours and then decreasing to up to 4 hours.

3.2.38. Chart 3.2.12 shows the number of ticket sales by time period per month for Christopher Road car park.

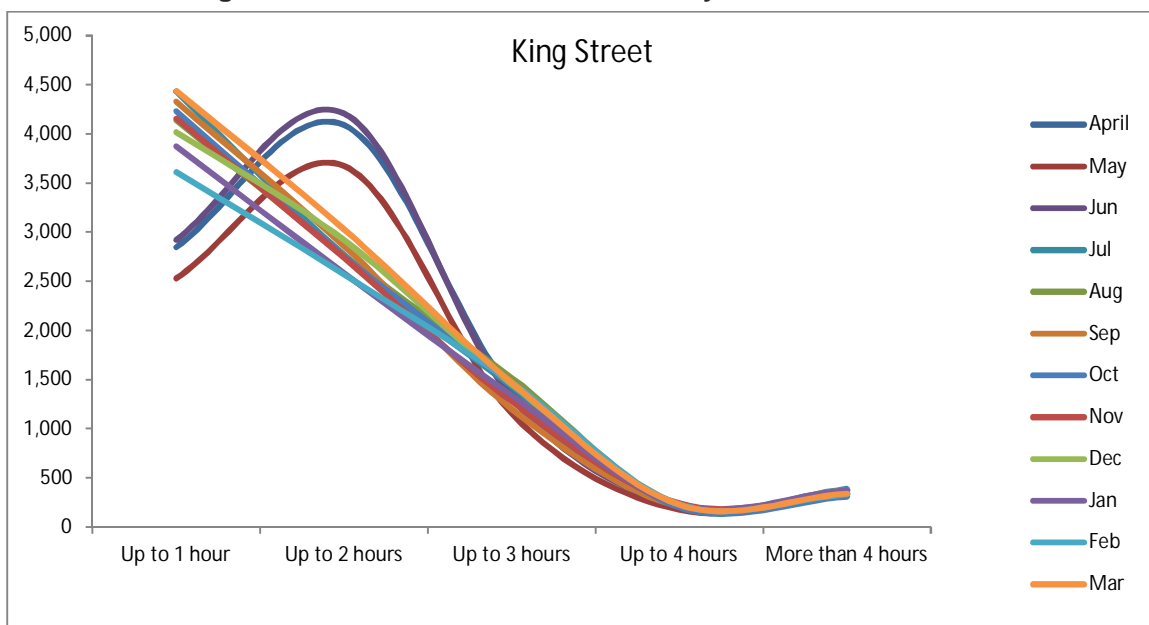
**Chart 3.2.12: Christopher Road Car Park Seasonal Variation by Time Period**



3.2.39. Christopher Road car park is a short stay car park, this is demonstrated in the chart above where the highest ticket sales are for up to two hours and then decreasing to up to 4 hours. There is a small spike at the end of the graph showing that a small percentage of patrons like to use this car park for very long stays.

3.2.40. Chart 3.2.13 shows the number of ticket sales by time period per month for King Street car park.

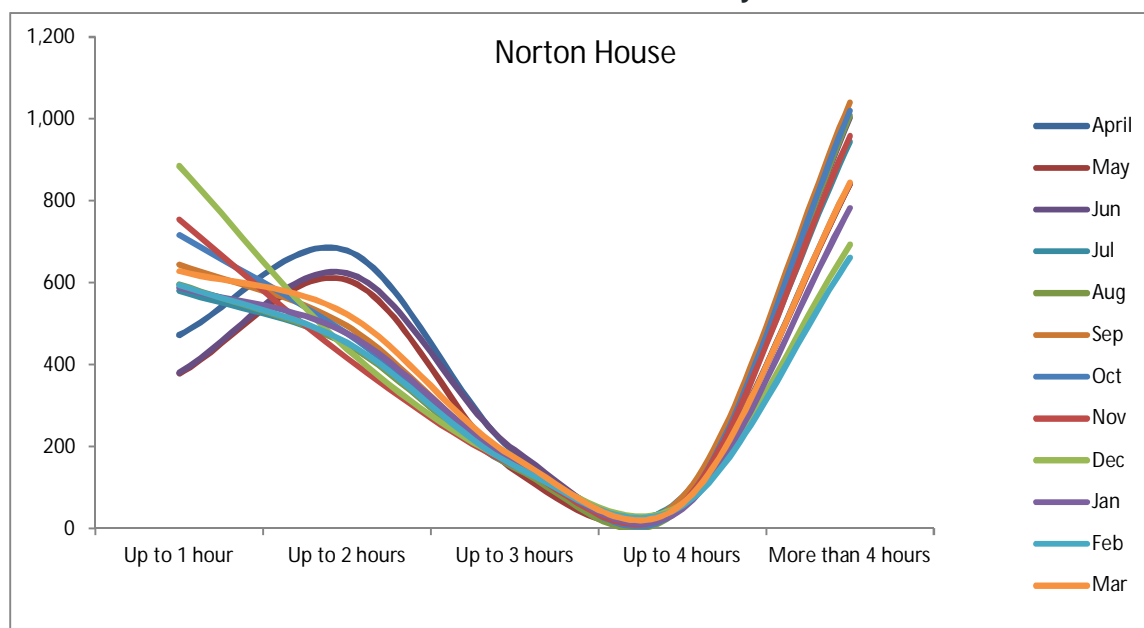
**Chart 3.2.13: King Street Car Park Seasonal Variation by Time Period**



3.2.41. King Street car park is a short stay car park, this is demonstrated in the chart above where the highest ticket sales are for up to an hour and then decreasing to up to 4 hours. There is an anomaly in the data where up to an hour tickets are noticeably lower in April, May and June and up to two hour tickets are noticeably above the average for the year. It is not known why this has occurred.

3.2.42. Chart 3.2.14 shows the number of ticket sales by time period per month for Norton House car park.

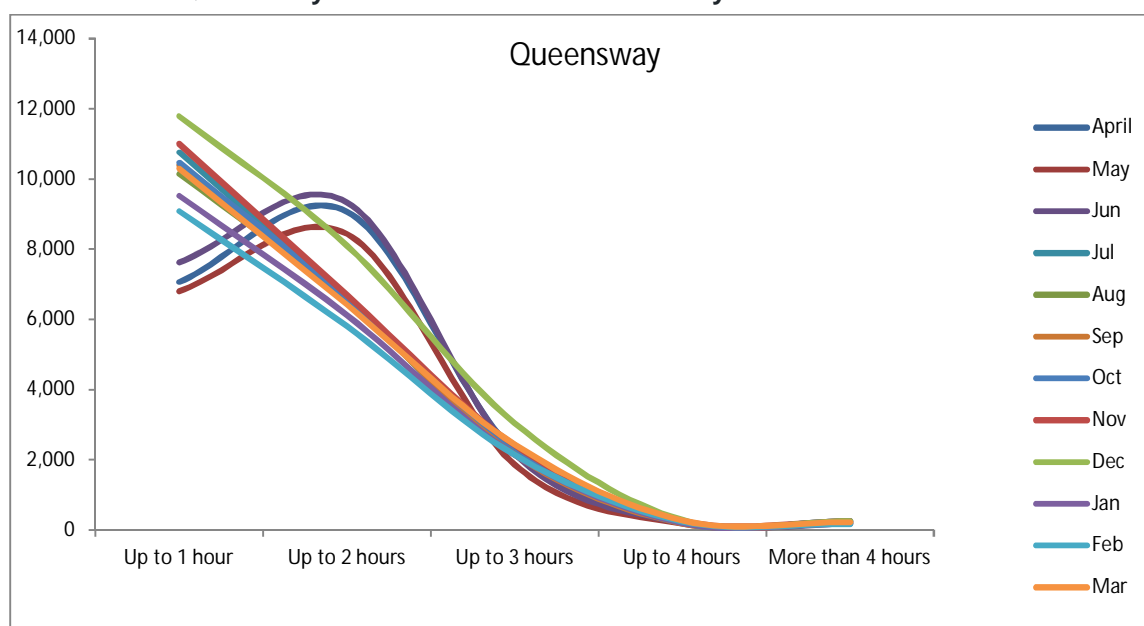
**Chart 3.2.14: Norton House Car Park Seasonal Variation by Time Period**



3.2.43. As Norton House is a long stay car park the peak ticket sale is for more than 4 hour. The rate at which people use this car park for short stays is highly variable, with December having over twice as many transactions as June.

3.2.44. Chart 3.2.15 shows the number of ticket sales by time period per month for Queensway car park.

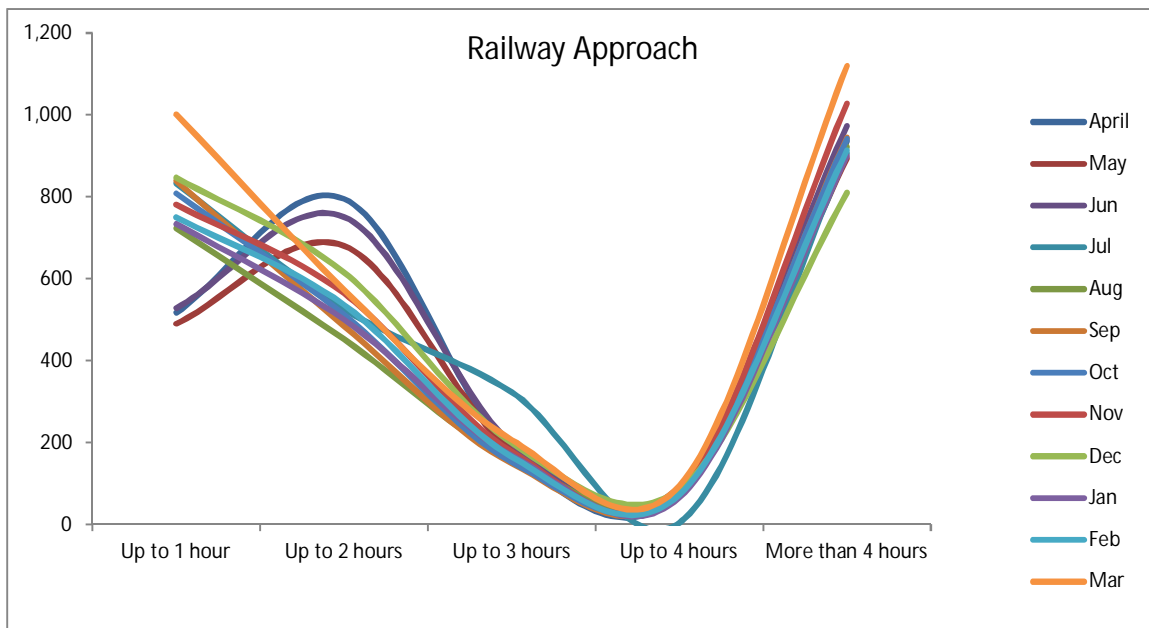
**Chart 3.2.15: Queensway Car Park Seasonal Variation by Time Period**



3.2.45. Queensway car park is a short stay car park, this is demonstrated in the chart above where the highest ticket sales are for up to two hours and then decreasing to up to 4 hours. There is an anomaly in the data where up to an hour is notably lower in April, May and June and up to two hours is notably above the average for the year. It is not known why this has occurred.

3.2.46. Chart 3.2.16 shows the number of ticket sales by time period per month for Railway Approach (Short & Long Stay) car park.

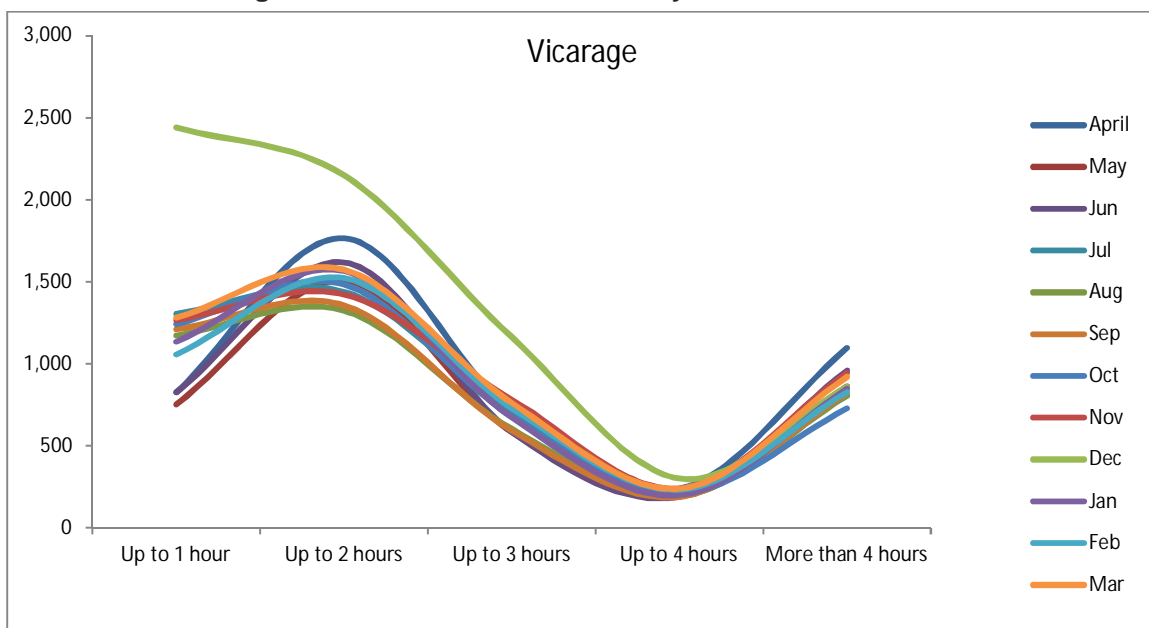
**Chart 3.2.16: Railway Approach Car Park Seasonal Variation by Time Period**



3.2.47. As Railway Approach is a long stay car park the peak ticket sale is for more than 4 hours with a similar pattern to other car parks up to the up to 4 hour ticket pricing. In addition, as previously stated for other car parks, April, May and June are shown to be below average for up to an hour and above average for up to two hours.

3.2.48. Chart 3.2.17 shows the number of ticket sales by time period per month for Vicarage car park.

**Chart 3.2.17: Vicarage Car Park Seasonal Variation by Time Period**



3.2.49. Vicarage car park is a short stay car park, this is demonstrated in the chart above where the highest ticket sales are for up to two hours and then decreasing to up to 4 hours. There is an anomaly in the data where up to an hour is notably lower in April, May and June and up to two hours is notably above the average for the year. It is not known why this has occurred. December is a notable outlier in terms of sheer transactions although the trend is fairly similar to most other months. The most notable difference is that there are more up to 1 hour transactions than up to 2 hour transactions.



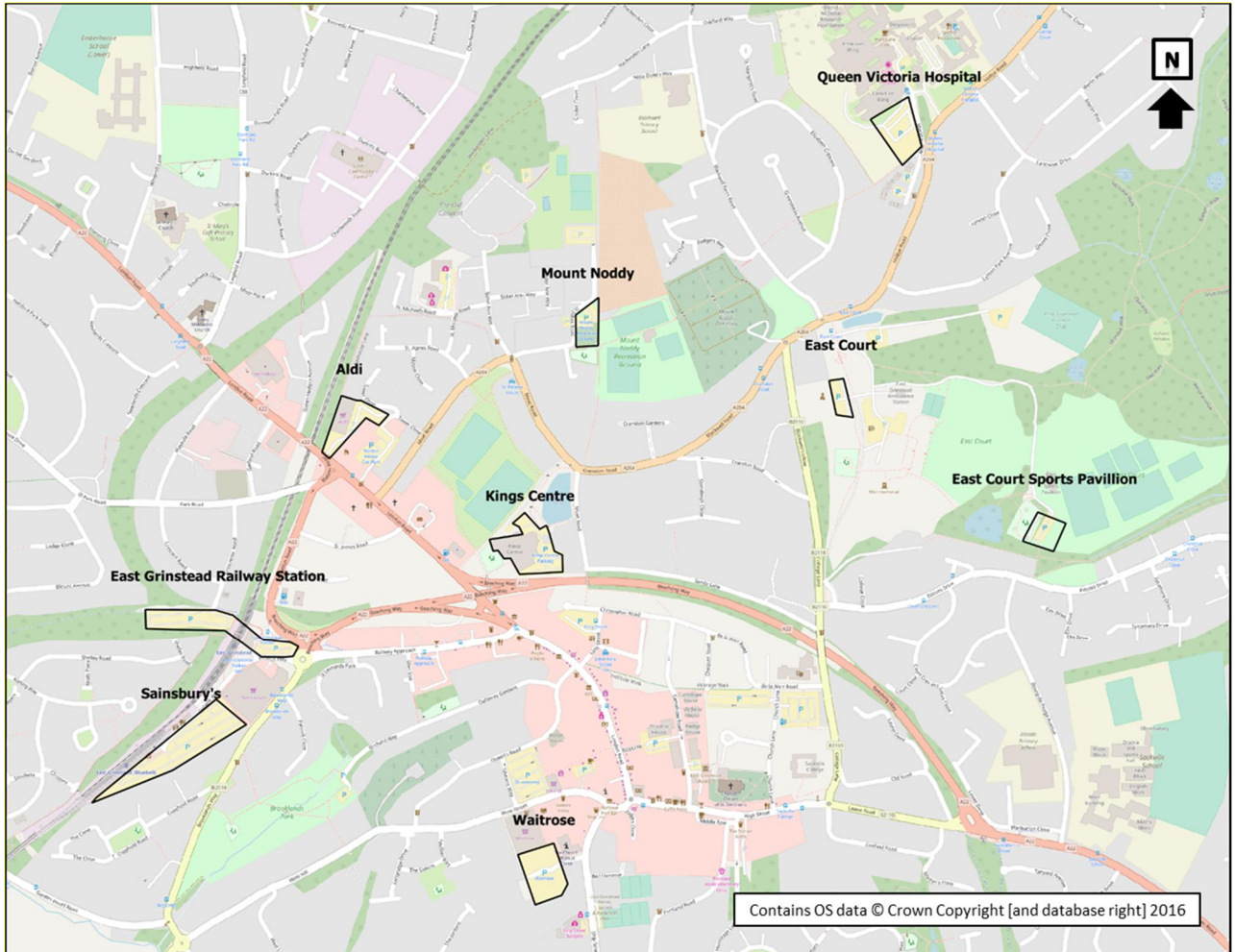
## SUMMARY

- 3.2.50. A review of the last three financial years has shown that off-street parking transactions have fallen since their peak in 2014/15. Analysis of the data provided show that Norton House and Queensway are operating at near their daily peak capacity. Chequer Mead is operating at well below its theoretical capacity. Most car parks experience an increase in parking transaction in December, most likely due to an increase of shopping trips.
- 3.2.51. It is worth noting that usage data was provided in an aggregated format detailing yearly and monthly transactions per parking type. Whilst capacities were able to be derived based on this, it has not been possible to detail daily or hourly patterns. As such an analysis cannot be made on whether parking demand is higher on weekdays or weekends, or the peak hours for parking demand

### 3.3 A3: PRIVATE OFF-STREET CAR PARKS

- 3.3.1. To undertake this task car parks were identified through [www.parkopedia.co.uk](http://www.parkopedia.co.uk) to identify the location and number of car parking spaces. A site visit was undertaken on the 7th August 2017 to identify the composition of the allocated parking spaces by counting the number of disabled, parent & child and motorcycle spaces.
- 3.3.2. Figure 3.3.1 shows the location of the main private off street car parks in East Grinstead.

**Figure 3.3.1: Location of Private Off-Street Car Parks in East Grinstead**



- 3.3.3. Table 3.3.1 and Table 3.3.2 show the inventory and prices of the private car parks.

**Table 3.3.1: Inventory of East Grinstead Private Off-Street Car Parks**

Car Park	Spaces (Total)	Short Stay	Long Stay	Disabled	Parent & Child	Motorcycle
London Road (Aldi)	110	106	0	4	0	Yes
Kings Centre	90	86	0	4	0	No
East Grinstead Station	236	0	236	N/A	0	Yes
Mount Noddy Recreation Centre	40	38	0	2	0	No
Sainsbury's	350	312	0	20	18	Yes
East Court	89	87	0	2	0	No
Queen Victoria Hospital	160	158	0	2	0	Yes
East Court Sports Pavilion	40	40	0	N/A	0	No
Waitrose	140	132	0	4	4	Yes
<b>Total</b>	<b>1,255</b>	<b>1,019</b>	<b>236</b>	<b>Approx. 38</b>	<b>22</b>	<b>N/A</b>

**Table 3.3.2: Prices of East Grinstead Private Off-Street Car Parks**

Car Park	Less than 1 hour	Less than 2 hours		Less than 3 hours	Less than 4 hours	More than 4 hours	Notes
London Road (Aldi)	£0.00	£0.00	N/A	N/A	N/A	N/A	Customers Only (Free for 1.5 hours)
Kings Leisure Centre	£0.00	£0.00		£0.00	N/A	N/A	Parking Disc is Required, One Off Fee of £1.00
East Grinstead Station	N/A	N/A		N/A	N/A	£5.00	Tickets as below: Day - £5.00 Week - £25.00 Month - £90.00 Quarter - £271.00 Year - £940.00
Mount Noddy Recreation Centre	£0.00	£0.00		£0.00	£0.00	N/A	Customers Only
Sainsbury's	£0.00	£0.00		£0.00	N/A	N/A	Customers Only
East Court	£0.00	£0.00		£0.00	£0.00	£0.00	East Court Users Only
Queen Victoria Hospital	£1.00	£2.00		£3.00	£4.00	£4.00	Motorcycles Park For Free
East Court Sports Pavilion	£0.00	£0.00		£0.00	£0.00	£0.00	Park Users Only
Waitrose	£0.00	£0.00	N/A	N/A	N/A	N/A	Customers Only (Free for 1.5 hours)

3.3.4. Queen Victoria Hospital is the only car park to align with MSDC operated car park prices. The site visit showed no issues with capacity at any of the car parks with the exception of London Road (Aldi) which was near capacity at approximately 1pm.

3.3.5. During the projects inception it was noted that MSDC felt that car parks for customers only and bays which require parking discs were being abused. The project team has not been able to report on this due a lack of compliance data.

### SUMMARY

3.3.6. There are 1,255 spaces of private off-street car parks in East Grinstead in the studied car parks. London Road (Aldi) was the only private car park which appeared to be near capacity during the site visit. Most of the car parks studied are free for, and only to be used by, customers of the associated business.

## 3.4 A4: WORKPLACE PARKING STRATEGIES AND TRAVEL PLANS

3.4.1. Travel plans have been obtained from MSDC for the following sites:

- Care UK, Dunning's Road
- Bridge Park, west of Imberhome Lane
- Queen Victoria Hospital (Third Draft, January 2017)

3.4.2. This section of the report summarizes the proposed measures of each of the travel plans.

### CARE UK (DUNNINGS ROAD)

3.4.3. In February 2012 Care UK (Dunning's Road) submitted a travel plan for its then proposed site on Dunning's Road. The travel plan aimed to reduce 12-hour weekday vehicle trip rates by 15% by Year Five of the Travel Plan. This equates to the site reducing vehicle trips from 117 to 99. Table 3.4.1 shows the proposed measures.

**Table 3.4.1: Care UK – Proposed Measures**

	Proposed Measures	Timescale	Party Responsible
Care UK	Provision of shower, changing and locker facilities	Pre occupation	Care UK
	Provision of covered, secure parking facilities	Pre occupation	Care UK
	Provision of umbrella pool / personal attack alarms (upon request)	Upon occupation / ongoing	Care UK / Travel Plan Coordinator
	Provision of notice boards displaying public transport information	Upon occupation / ongoing	Care UK / Travel Plan Coordinator
	Provision of information and advice concerning safe pedestrian / cycle routes to site	Upon occupation / ongoing	Travel Plan Coordinator
	Undertake baseline staff travel survey	Within 6 months of opening	Travel Plan Coordinator
	Subsequent staff travel surveys	Years 3 & 5	Travel Plan Coordinator
	Form Bicycle Users Group	Within 12 months & ongoing	Travel Plan Coordinator
	Hold a 'Cycle to Work' day	Annually (June)	Travel Plan Coordinator
	Promote 'Lift Share' Week	Annually (October)	Travel Plan Coordinator

3.4.4. Care UK / the Travel Plan Coordinator were committed to undertake monitoring surveys over the five year period and produce an annual report. Should the five year travel plan not be achieved a contingency fund is available for remedial action. As monitoring reports are not considered in the brief, it is not possible to report upon the impact of the travel plan on travel habits.

### BRIDGE PARK (WEST OF IMBERHOME LANE)

3.4.5. In July 2011 Property Investment Holdings submitted a travel plan for its then proposed site on Bridge Park. The travel plan broadly aimed to reduce car reliance although specific targets were not set. The initial travel plan was set up as an evolving document from which targets were supposed to be set against the baseline mode split, however a more recent updated document has not been received. As such it is not possible to report upon the impact of the travel plan on travel habits.

**Table 3.4.2: Bridge Park – Proposed Measures**

	Proposed Measures	Timescale	Party Responsible
Bridge Park	Appoint Travel Plan Coordinator	On occupation	Occupier
	Undertake Baseline Travel Survey	Within 3 months of occupation	Travel Plan Coordinator
	Liaise with Councils and occupiers and agree Targets	Within 1 month of Baseline Survey	Travel Plan Coordinator
	Implementation of pedestrian crossing		
	Implementation of cycle improvement scheme		
	Set up car share database	Within 1 month of Baseline Survey	Travel Plan Coordinator
	Promotion and publicity of sustainable modes	On occupation	Travel Plan Coordinator
	Annual staff monitoring survey	Annually following Baseline Survey	Travel Plan Coordinator
	Monthly cycle usage survey	Monthly following Baseline Survey	Travel Plan Coordinator
	Monitoring Report for Councils and Head Office	Within 1 month of Surveys	Travel Plan Coordinator

**QUEEN VICTORIA HOSPITAL (THIRD DRAFT, JAN 2017)**

3.4.6. In January 2017 Mott MacDonald submitted a third draft of the Queen Victoria Hospital Active Travel Plan on behalf of the developer. The travel plan sets the following targets:

- 10% decrease in solitary car driving
- 3% increase in car sharing
- 2% increase in bus use
- 1% increase in train use
- 3% increase in walking
- 1% increase in cycling

3.4.7. To achieve these measures the following measures were proposed:

**Table 3.4.3: Queen Victoria Hospital – Proposed Measures**

	Proposed Measures	Timescale	Cost
Policy and Finance	Review of Car Parking Strategy	Short	Low
	Car Sharing Scheme	Short	Medium
	Public Transport Discounts via easIT	Short	Medium
	Season Ticket Loans	Short	Low
	Change to Travel Claim Policy	Short	Low
Infrastructure	Installation of Car Sharing Spaces	Short	Low
	Maintenance of Car Park	Short	Low
	Investigate Options for Off-Site Parking	Medium	Medium
	Buddy Parking Spaces	Short	Low
	Cycling Parking Spaces	Short	Low
	Improved Pedestrian and Cyclist Access & Facilities	Short – Medium	Medium
	Signage / RTPI	Short – Medium	Low - Medium
	Park & Ride	Short	Medium - High
	Pool Vehicles	Short	Medium - High
Promotional	Travel Plan Promotion (incl. New Starters)	Short - Ongoing	Low
	Walking Club	Short	Low
	Facilities Promotion	Short	Low
	Staff Benefits	Short	Low
	Bus Try Out	Short	Low (if cost met by operators)
	Bike Maintenance Training	Annual	Low
	Events	Short	Low

- 3.4.8. A yearly monitoring timeline was also proposed. It should be noted that the travel plan for Queen Victoria Hospital is still in draft and as such subject to change. The project team are in dialogue regarding any relevant travel plans for schools in East Grinstead.

#### **SUMMARY**

- 3.4.9. In summary there are two complete travel plans, and one draft travel plan, in East Grinstead which have been provided by WSCC. These propose a raft of measures aimed at reducing car reliance to major employers. Monitoring reports have not been detailed, meaning that it is unknown if the suggested measures have been enacted and if they were effective at reducing car reliance.
- 3.4.10. The project team are currently in dialogue to procure travel plans for schools in East Grinstead. In the dialogue it was confirmed that there was nothing on file for the Caravan & Camping Club. The Caravan & Camping Club is a member of easIT (Mid Sussex), a business-led travel plan network.



## 3.5 A5: PARKING STANDARDS FOR DEVELOPMENTS

- 3.5.1. This section aims to provide an outline of WSCC / MSDC / neighbourhood plan led parking standards currently applied to new residential and business developments within the study area.
- 3.5.2. For East Grinstead the residential parking standards are set out for West Sussex as a county and detailed in the 'Guidance for Parking in New Residential Developments – September 2010'. The guidance document sets out how to calculate the appropriate parking for new residential developments in West Sussex using the WSCC derived 'West Sussex Residential Parking Demand Calculator'. Residential parking demand is calculated based on size and type of dwelling taking into account location and TEMPro growth, as per Table 3.5.1 & Table 3.5.2.

**Table 3.5.1: Parking Standards – Excluding Town Centre – for small developments**

Housing type	Bedrooms	Non-allocated provision	Allocated Provision	
			Designated Spaces	Non-Designated Spaces
Owned Houses	1 bed	1.2	1	1 space per 2 dwellings
	2 bed	1		
	3 bed	1.4	2	1 space per 3 dwellings
	4 bed	1.6		
Shared & Rented Houses	1 bed	0.8	1	1 space per 3 dwellings
	2 bed	0.9		
	3 bed	1.2	2	
	4 bed	2.2		
Owned Flats	studio flat	1.1	1	1 space per 2 dwellings
	1 bed	1.1		
	2 bed	0.9	1	1 space per 3 dwellings
	3 bed	0.9	2	
Shared & Rented Flats	studio flat	0	1	1 space per 5 dwellings
	1 bed	0.5		
	2 bed	0.5	1	1 space per 3 dwellings
	3 bed	1.2	2	1 space per 2 dwellings

**Table 3.5.2: Parking Standards – Town Centre – for small developments**

Housing type	Bedrooms	Non-allocated provision	Allocated Provision		
			1 Designated Space	2 Designated Spaces	3 Designated Spaces
			Additional non-designated spaces		
Owned Houses	1 bed	1.2	0.5**		
	2 bed	1	0.5	0.3	
	3 bed	1.4	0.7	0.3	0.2
	4 bed	1.6	0.9	0.4	0.2
Shared & Rented Houses	1 bed	0.8	0.2		
	2 bed	0.9	0.3	0.2	
	3 bed	1.2	0.6	0.2	0.2
	4 bed	2.2	1.4	0.7	0.2
Owned Flats	studio flat	1.1	0.4		
	1 bed	1.1	0.4		
	2 bed	1.2**	0.4	0.2	0.2
	3 bed	1.2**	0.4	0.3	0.2
Shared & Rented Flats	studio flat	0	0.2		
	1 bed	0.5	0.2		
	2 bed	0.5	0.3	0.2	0.2
	3 bed	1.2	0.4	0.2	0.2

\*\* All unallocated parking includes visitor spaces

3.5.3. Table 3.5.3 details the parking standards for business developments, as detailed by the document 'Revised County Parking Standards and Transport Contributions Methodology – Supplementary Planning Guidance adopted by WSCC – November 2003' based on PPG13.

**Table 3.5.3: Parking Standards – Business Developments**

Use Class	PPG13 Maximum Standard	PPG13 Threshold	West Sussex Maximum Standard	West Sussex Threshold
Food Retail	1 space per 14sqm	1,000sqm	1 space per 14sqm	All development
Non Food Retail	1 space per 20sqm	1,000sqm	1 space per 20sqm	All development
Cinemas and Conference Facilities	1 space per 5 seats	1,000sqm	1 space per 5 seats	All development
D2 Assembly And leisure (other than cinemas, conference facilities and stadia)	1 space per 22sqm	1,000sqm	1 space per 22sqm	All development
B1 Business including office	1 space per 30sqm	2,500sqm	1 space per 30sqm	500sqm in less accessible areas
Higher and Further Education	1 space per 2 staff + 1 space per 15 students	2,500sqm	1 space per 2 staff + 1 space per 15 students	All development
Stadia	1 space per 15 seats	1,500 seats	1 space per 15 seats	All development

- 3.5.4. The East Grinstead Neighbourhood Plan Policy EG12 (Car Parking) states that car parking generated by new development should be accommodated on the site in order to protect surrounding areas. Developers will be required to provide car parking spaces in accordance with the relevant standards set out by MSDC and WSCC.

**SUMMARY**

- 3.5.5. In summary the residential parking standards in East Grinstead are based on the size, locale and characteristics of the development. Parking standards for business recommend maximum sizes based on the land use and size of the development.

## 3.6 A6: CAR OWNERSHIP AND OTHER MODES

### INTRO

3.6.1. This section aims to outline existing car ownership/use and travel habits as well as alternative transport provision and patronage within the study area. In order to achieve data was downloaded from the following NOMIS tables:

- QS416EW – Car / Van Availability
- QS702EW – Distance Travelled To Work
- QS701EW – Method Of Travel To Work
- LC7701EW - Distance Travelled To Work by Method Of Travel To Work

### CAR OWNERSHIP

3.6.2. Table 3.6.1 shows the car ownership in East Grinstead along with a comparison of the local area.

**Table 3.6.1: East Grinstead Car Ownership in Comparison to the Area**

Car Ownership	East Grinstead	Mid-Sussex	South East
No cars or vans in household	1,658 (16%)	7,802 (14%)	660,430 (19%)
1 car or van in household	4,480 (42%)	24,217 (42%)	1,483,911 (42%)
2 cars or vans in household	3,406 (32%)	19,079 (33%)	1,059,380 (30%)
3 cars or vans in household	818 (8%)	4,530 (8%)	253,552 (7%)
4 or more cars or vans in household	294 (3%)	1,781 (3%)	98,190 (3%)
<b>Total</b>	<b>10,656</b>	<b>57,409</b>	<b>3,555,463</b>

3.6.3. The table above shows that the car ownership in East Grinstead is consistent with car ownership in Mid Sussex and the South East.

### TRAVEL TO WORK

3.6.4. In Table 3.6.2 a comparison of distance travelled to work compared to Mid Sussex and the South East is shown.

**Table 3.6.2: East Grinstead Distance of Travel to Work Comparison**

	East Grinstead	Mid-Sussex	South East
Less than 10km	40%	39%	52%
10km to less than 30km	25%	24%	24%
30km and over	14%	16%	11%
Work mainly at or from home	12%	13%	6%
Other	9%	8%	6%

3.6.5. The above table shows that in comparison to Mid Sussex there are more journeys to work less than 10km, however this is generally similar than the whole of the South East. The following table shows the main mode of transport used.

**Table 3.6.3: Distance Travelled to Work by Mode of Transport**

Mode	Distance	East Grinstead	Mid-Sussex	South East
Work mainly at or from home	Less than 10km	0%	0%	0%
	10km to less than 30km	0%	0%	0%
	30km and over	0%	0%	0%
	Work mainly at or from home	100%	100%	100%
	Other	0%	0%	0%
Train, underground, metro, light rail, tram, bus, minibus or coach	Less than 10km	10%	13%	34%
	10km to less than 30km	15%	20%	22%
	30km and over	67%	62%	36%
	Work mainly at or from home	0%	0%	0%
	Other	7%	6%	7%
Driving a car or van	Less than 10km	41%	44%	49%
	10km to less than 30km	37%	35%	29%
	30km and over	10%	10%	11%
	Work mainly at or from home	0%	0%	0%
	Other	12%	11%	11%

- 3.6.6. Table 3.6.3 shows that journeys to work of up to 30km are primarily travelled by car, whereas journeys over 30km are generally travelled by public transport. This pattern is consistent with Mid Sussex and the South East

#### **PUBLIC TRANSPORT PROVISION**

- 3.6.7. Table 3.6.4 shows a summary of the bus services that run in East Grinstead. Services also run in the reverse direction.

**Table 3.6.4: East Grinstead Frequency of Bus Services**

Bus services	Location A	Location B	Interval
Route 84	Crawley	East Grinstead	2 hrs
Route 236	Oxted	East Grinstead	2 hrs
Route 261	Uckfield	East Grinstead	2 hrs
Route 270	Brighton	East Grinstead	1 hr
Route 281	Crawley	Lingfield	1 hr
Route 291	Crawley	Tunbridge Wells	30 mins
Route 400	Caterham	East Grinstead	1 hr
Route 409	Selsdon	East Grinstead	1 hr

- 3.6.8. Table 3.6.4 shows that the majority of bus services running in East Grinstead have a service interval of between 1 and 2 hours. The table also shows that there are good public transport links to Crawley and Brighton.

#### **TRAIN SERVICES**

- 3.6.9. Table 3.6.5 shows the services and service interval of rail services in East Grinstead. Services also run in the reverse direction.

**Table 3.6.5: East Grinstead Rail Services**

Service Number	Location A	Location B	Service Interval
Oxted Line (National Rail)	East Grinstead	London Victoria	30 mins
Bluebell Railway	East Grinstead	Sheffield Park Station	2 hours 30 mins

- 3.6.10. Table 3.6.5 shows that there are frequent services travelling into London which stop in a number of town in Mid Sussex, Surrey and Greater London. This gives the town a frequent service to the north of the town. The heritage line can be used in order to head south of East Grinstead to East Sussex.

#### **TAXI SERVICES**

- 3.6.11. Within East Grinstead there are four taxi ranks in the following locations:

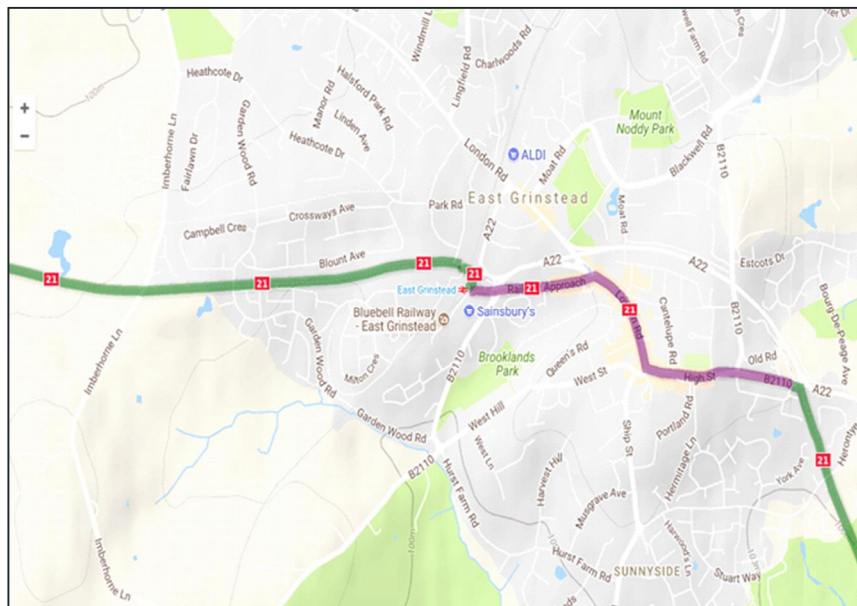
- Railway Station Forecourt
- Little King Street

- London Road
- West View Gardens

## CYCLE FACILITIES

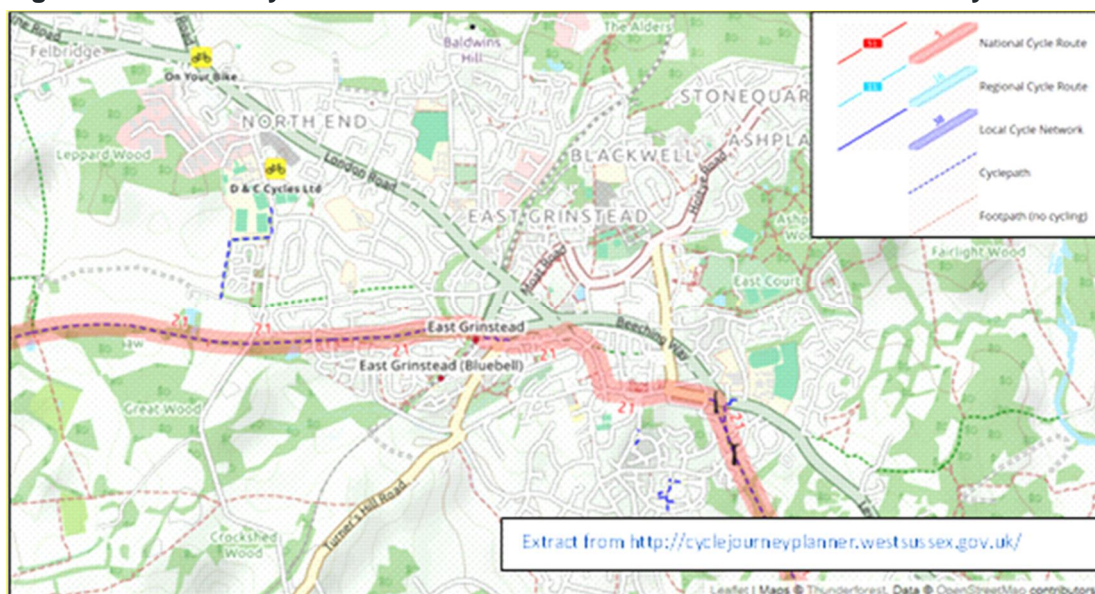
3.6.12. National Cycle Route 21 passes through East Grinstead as shown in Figure 3.6.1.

**Figure 3.6.1: National Cycle Route 21 in East Grinstead – Copyright Sustrans**



3.6.13. Figure 3.6.2 below shows the location of the local cycle network in relation to the town centre.

**Figure 3.6.2: Local Cycle Network in East Grinstead – As Per West Sussex Cycle Journey Planner**



## SUMMARY

3.6.14. In summary car reliance, as measured by the proportion of households with no car, is slightly less than the West Sussex average. This is to be expected given the mainly rural nature of West Sussex. Residents are also likely to travel less distance to work.



## 4 CONCLUSIONS AND RECOMMENDATIONS

### 4.1 CONCLUSIONS

- 4.1.1. Within this report Key Deliverable A is considered. Deliverables B & C will follow at a later date having been informed by the data collected in this report. WSP was asked to produce a report which delivered the following:
- A1: An outline of the current number and type of free limited on-street parking bays within the study area, along with parking compliance/turnover data, the number of permits taken up by residents and other users within the CPZ, parking compliance/turnover data, permit waiting lists, tariffs and numbers/locations of non-resident permits within the CPZ.
  - A2: An outline of the number/types of off-street spaces (including coach/ motorcycle parking) the District Council currently owns and manages within the study area as well as any data on usage (including seasonal fluctuations), season tickets, tariffs and waiting lists.
  - A3: As above, but applied to car parks run by other/private organizations.
  - A4: An outline of any workplace parking strategies/travel plans developed by major employers located within the study area.
  - A5: An outline of WSCC / MSDC (and neighborhood plan) parking standards currently applied to new residential and business developments within the study area.
  - A6: An outline of existing car ownership/use and travel habits as well as alternative transport provision, routes and patronage within the study area e.g. core bus/rail services/routes, taxi provision and pedestrian/cycle links.
- 4.1.2. In relation to Task A1, it is apparent that in East Grinstead the majority of on-street parking is restricted by the presence of the CPZ. There are 12 on-street bays for free limited parking bays which are not subject to restrictions at any time by the CPZ. The CPZ has the capacity for 771 vehicles to park, and for 848 vehicles to be issued permits. Zone A of the CPZ has issued more permits than it has capacity but to less than the 'capacity + 10%' criteria. Zone B has spare capacity. Charged parking bays will be detailed in the second draft of this report.
- 4.1.3. In relation to Task A2, a review of the last three financial years has shown that off-street parking transactions have fallen since their peak in 2014/15. Analysis of the data provided shows that Norton House and King Street are operating at near their daily peak capacity. Most car parks experience an increase in parking transactions in December, most likely due to increased shopping trips.
- 4.1.4. In relation to Task A3, there are 1255 spaces of private off-street car parks in East Grinstead in the studied car parks. London Road (Aldi) was the only private car park which appeared to be near capacity during the site visit. Most of the car parks studied are free for, and only to be used by, customers of the associated property.
- 4.1.5. In relation to Task A4, there are two complete travel plans in East Grinstead which have been provided by WSCC and one in draft form. These propose a raft of measures aimed at reducing car reliance to major employers. Monitoring reports have not been detailed, meaning that it is unknown if the suggested measures have been enacted and if they were effective at reducing car reliance.
- 4.1.6. In relation to Task A5, residential parking standards in East Grinstead are based on the size, locale and characteristics of the development. Parking standards for business recommend maximum sizes based on the land use and size of the development.
- 4.1.7. In relation to Task A6, car reliance (as measured by the proportion of households with no car) is slightly below the West Sussex average. This is to be expected given the mainly rural nature of West Sussex. Residents are also likely to travel less distance to work.

### 4.2 RECOMMENDATIONS

- 4.2.1. In order for all parties to understand in more detail the nature of parking in East Grinstead the following studies can be recommended:
- Parking Occupancy Study – A parking study which details hourly occupancy rates and entry and exit counts will enable the concerned parties to ascertain turnover and capacity at peak hours. This would enable all concerned parties to further understand the usage of car parks in East Grinstead as per the deliverable A2.



- Compliance / Monitoring Studies – A compliance study of both on-street and off-street parking areas will enable the concerned parties to understand whether there is problem with vehicles parking illegally. This could range from vehicles parking without a permit in the CPZ, or vehicles staying beyond their time limit in car parks. It is understood that MSDC have begun compliance monitoring. The results of this could be included in a second draft of this report.
- An examination of the monitoring reports associated with the travel plans provided will allow the concerned parties to see if the measures outlined have had any effect in reducing parking demand.

4.2.2. The above points would enable all concerned parties to further understand the nature of on-street parking and off-street parking, as well as the effect of travel plans, as per deliverables A1, A2 and A4.

4.2.3. From the work carried out thus far it is apparent that Norton House and King Street car parks are operating close to their capacity. All the other car parks are operating relatively closely to their theoretical capacity with the exception of Chequer Mead. A scoping study could be carried out in order to evaluate the following measures:

- Variable Message Signs – In order to direct users to car parks which are below capacity. This has the potential to induce efficiency savings across the larger network as there will be fewer abortive trips to car parks which are already at capacity.
- Pricing Structure Review – Currently all MSDC car parks utilise the same parking structure for their short stay car parks, and the same parking structure for all their long stay car parks. Changes to the pricing structure of under-utilised car parks such as Chequer Mead, and 'over-utilised' car parks such as Norton House and King Street, may result in a more even uptake. Any changes to the pricing structure should consider both the effects on the immediate transport network surrounding the car parks, as well the potential effect on parking demand, user satisfaction and user legibility.

# Appendix A

## CPZ DATA



Jan-17

Zone A	Capacity	Res Total	Non Res Total	Remaining Capacity
Beeching Way	0	0	0	0
Bell Hammer	0	0	0	0
Brooklands Way	41	17	5	19
Cantelupe Road	37	33	0	4
Chequer Road	24	26	0	-2
Christopher Road	0	1	0	-1
Church Lane	0	0	0	0
College Lane	0	3	0	-3
Copyhold Road	12	6	0	6
Dallaway Gardens	39	12	0	27
De La Warr Road	23	44	0	-21
Dexter Drive	0	0	0	0
Fairfield Road	28	19	0	9
Garden Wood Road	19	3	0	16
Glen Vue	0	0	0	0
Hermitage Lane	23	3	7	13
High Street	0	20	0	-20
Hurst Farm Road	33	15	0	18
Institute Walk	0	7	0	-7
King Street	0	0	0	0
Langridge Drive	3	0	0	3
Laurel Dene	0	0	0	0
Lewes Road	30	6	2	22
Little King Street	0	0	0	0
London Road	0	18	0	-18
Middle Row	0	1	0	-1
Old Road	3	0	0	3
Orchard Way	20	40	0	-20
Pannell Close	10	10	0	0
Pavilion Way	9	3	0	6
Portland Road	7	9	2	-4
Queens Road	29	81	0	-52
Queens Walk	0	0	0	0
Queensway	10	0	0	10
Railway Approach	0	4	0	-4
Ship Street	4	3	0	1
St Swithens Close	4	0	0	4
The Dakins	1	1	0	0
West Hill	50	25	0	25
West Street	13	31	0	-18
West View Gardens	0	1	0	-1
Grand Totals	472	442	16	14

Checked 07/02/2017

Jan-17

Zone B	Capacity	Res Total	Non Res Total	Remaining Capacity
Crescent Road	55	33	12	10
Garland Road	17	28	6	-17
Green Hedges Avenue	22	19	0	3
Grosvenor Road	53	31	14	8
London Road	0	9	0	-9
Mason Close	11	5	0	6
Maypole Road	65	20	27	18
Moat Road	0	3	0	-3
Park Road	1	3	0	-2
St Agnes Road	14	22	0	-8
St James Road	31	18	6	7
St Johns Close	28	17	0	11
Station Road	0	9	0	-9
Tower Close	2	0	0	2
Wood Street	0	4	0	-4
Grand Totals	299	221	65	13

Aug-17

Zone A	Capacity	Res Total	Non Res Total	Remaining Capacity
Beeching Way	0	0	0	0
Bell Hammer	0	0	0	0
Brooklands Way	41	17	4	20
Cantelupe Road	37	27	0	10
Chequer Road	24	24	1	-1
Christopher Road	0	3	0	-3
Church Lane	0	0	0	0
College Lane	0	3	0	-3
Copyhold Road	12	5	0	7
Dallaway Gardens	39	13	0	26
De La Warr Road	23	44	0	-21
Dexter Drive	0	0	0	0
Fairfield Road	28	19	0	9
Garden Wood Road	19	6	0	13
Glen Vue	0	0	0	0
Hermitage Lane	23	2	8	13
High Street	0	17	0	-17
Hurst Farm Road	33	16	0	17
Institute Walk	0	8	0	-8
King Street	0	0	0	0
Langridge Drive	3	0	0	3
Laurel Dene	0	0	0	0
Lewes Road	30	6	2	22
Little King Street	0	0	0	0
London Road	0	20	0	-20
Middle Row	0	3	0	-3
Old Road	3	2	0	1
Orchard Way	20	45	0	-25
Pannell Close	10	10	0	0
Pavilion Way	9	3	0	6
Portland Road	7	10	3	-6
Queens Road	29	81	0	-52
Queens Walk	0	0	0	0
Queensway	10	0	0	10
Railway Approach	0	5	0	-5
Ship Street	4	3	0	1
St Swithens Close	4	2	0	2
The Dakins	1	1	0	0
West Hill	50	28	0	22
West Street	13	39	0	-26
West View Gardens	0	1	0	-1
Grand Totals (actuals)	472	463	18	-9
Grand Totals (10% Capacity)	519	463	18	38

Aug-17

Zone B	Capacity	Res Total	Non Res Total	Remaining Capacity
Crescent Road	55	36	13	6
Garland Road	17	28	3	-14
Green Hedges Avenue	22	18	0	4
Grosvenor Road	53	33	15	5
London Road	0	9	0	-9
Mason Close	11	5	0	6
Maypole Road	65	22	30	13
Moat Road	0	3	0	-3
Park Road	1	1	0	0
St Agnes Road	14	20	0	-6
St James Road	31	18	0	13
St Johns Close	28	19	0	9
Station Road	0	11	0	-11
Tower Close	2	0	0	2
Wood Street	0	3	0	-3
Grand Totals (actuals)	299	226	61	12
Grand Totals (10% capacity)	330			43

# Appendix B

## PHOTOGRAPHS

















Appendix B1.6 – Queensway











Appendix B2.2 – East Grinstead Station

















1st Floor, Keble House  
Southernhay Gardens, Southernhay East  
Exeter, Devon  
EX1 1NT

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