

**EAST SUSSEX COUNTY
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**HOOKSTEAD RESOURCE
CENTRE,
GOLDSMITHS AVENUE
CROWBOROUGH
EAST SUSSEX**

**PROPOSED CHANGE OF USE
OF PART OF CENTRE**

TRAFFIC REPORT

Issue Issue B

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Prepared By: L.G.Leslie



Registered No. FS 37624

**HOOKSTEAD RESOURCE CENTRE, GOLDSMITHS AVENUE
CROWBOROUGH, EAST SUSSEX**

Proposed Change of Use

Traffic Report

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APPENDICES

1.00 Introduction

- 1.01 This Traffic Report (TR) is prepared in support of a Planning Application being made on behalf of East Sussex County Council for the partial change of use of Hookstead Resource Centre, Crowborough from Offices B1A Use Class to Residential Institution C2 Use Class.
- 1.02 Due to its location of the site within the Ashdown Forest Special Protection Area, traffic issues must be considered carefully to ensure that ideally no additional traffic is generated after the proposed scheme is developed.
- 1.03 This statement deals with issues relating to the likely level of trips generated by the proposed change of use in relation to the trip generation of the existing/previous use. It also considers issues relating to the proposed parking arrangements and should be read in conjunction with the Supporting Information & Access Statement.
- 1.04 Monson Engineering Ltd was commissioned by the applicant to prepare the Traffic Report.

2.00 Existing Site & Local Highway Network**Existing Site**

- 2.01 Hookstead Resource Centre is located on the corner of A26 (Beacon Road) and Goldsmiths Avenue a short distance from the centre of Crowborough. In 2013 permission was granted for the partial conversion of the previous Residential Institution C2 Use Class and Non Residential Institution D1 Use Class to Offices B1A Use Class following the closure of ASC Older Persons residential care services in February 2012 however much of the Non Residential Institution D1 day care use was still in operation.. The site comprises a three storey building plus basement together with a detached bungalow in grounds of 3,700 sqm.
- 2.02 Under the 2013 permission, Hookstead Resource Centre was to provide:-
- day care services to the elderly;
 - the Crowborough Registry Office incorporating a Ceremony Room and Interview Rooms capable of accommodating 43 visitors;
 - combined office use would provide 32 work stations spread over the 4 wings of accommodation with a further 8 drop in desks for transient staff. The drop in facility and meeting room were for ESCC staff access to the ESCC network to allow remote 'Agile' working.
- 2.03 There are currently 36 parking spaces on site comprising 28 car spaces, 4 garage spaces, 4 disabled spaces and 2 minibus parking space. The on-site car parking arrangements provide minibus parking/drop off and turning head facilities within the site confines.
- 2.04 Crowborough lies just to the east of Ashdown Forest and although not within the forest itself but it is affected by the Ashdown Forest's Special Area of Conservation (SAC) and Special Protection Area (SPA).

Local Highway Network

- 2.05 The site is served by an access directly onto Goldsmiths Avenue, a short distance from its junction with Beacon Road. Goldsmiths Avenue is a major access road serving residential properties along its frontage together with several other residential access roads. In the vicinity of the site access it is over 6m wide with grass verges and footways on both sides, and street lighting. There are no parking restrictions except at the immediate junction with Beacon Road however no on street parking was observed during site visits. It lies within a 30 mph speed limit.
- 2.06 The A26 is a district distributor which carries traffic from Maidstone in a generally south-westerly direction to Newhaven running through Tonbridge, Tunbridge Wells and Lewes. Locally it is known as Beacon Road and links Crowborough to Uckfield. It is a wide single carriageway with footways either side and street lighting and at its junction with Goldsmiths Avenue, has a right turn lane. Visibility in each direction is excellent and it is also within a 30 mph limit. There are pedestrian crossover points on Beacon Road either side of the junctions to Goldsmiths Avenue and Mill Lane.
- 2.07 The western side of Beacon Road is predominantly residential becoming commercial further to the north near the centre of town. The eastern side of Beacon Road houses the Pine Grove complex which formerly housed offices of Wealden Council as well as other buildings housing council services, and free public long term car park spaces.
- 2.08 The site is served by a single vehicular access directly onto Goldsmiths Avenue together with a further pedestrian access directly onto Beacon Road. It is a wide access with room for cars to pass and has excellent pedestrian and vehicular visibility in both directions. This access will be retained for the proposed use.

3.00 Proposed Use

- 3.01 It is now proposed to change back the basis from mostly a B1 Office Use at the building to a varied hours mixed use C2 Residential Use with D1 Day Care Use and some B1 Office Use, albeit not for older persons but for adults with a learning disability. The Registration Service will continue to operate from the ESCC freehold building at their current size when the refurbishment is completed. Children's Services Language Learning Support and Educational Psychology are in the process of relocating to ESCC's corporate hub buildings at Lewes and Eastbourne. Adult Social Care Older Persons (day care services) closed a while ago and this service was not re-provided by ESCC in the Crowborough area. The Drop In facility is proposed to reduce from 8 to 6 desks
- 3.02 The ASC services consolidation proposal, approved by Lead Member on 9 June 2016, is that the Learning Disability day service provision at Southview Close, Crowborough TN6 1HH will close and relocate operations into the Hookstead building. The Learning Disability residential provision at Beacongate, Crowborough TN6 1AZ will close and their 5 people move home into the Hookstead building, the residential provision at The Gables, Crowborough TN6 1DX will also close and their 5 people move home into the Hookstead building and the residential provision at Greenacres, Chailey BN8 4PY will close and their 6 people move home into the Hookstead building.
- 3.03 There are currently 36 parking spaces on site and two mini-bus spaces. This will be increased to 46 comprising 40 car spaces, 4 garage spaces and 2 disabled spaces as well as two minibus parking spaces. The on-site car parking arrangements provide drop off and turning head facilities within the site confines. 9 of these car spaces will continue to be dedicated for visitors and not for ESCC staff.

4.00 Trip Generation

- 4.01 It is normal for trip generation assessments to be made using a recognized database system such as the TRICS database system. However because of the mix of both the existing and proposed uses, TRICS provides little useful information that could be used to assess the trips.
- 4.02 The assessment for trips is therefore based on information provided by the operators relating to the staffing levels for the current Registration use of the site, the reduced 'Drop In' use, and for the proposed new ASC Learning Disability uses. For the purposes of this assessment the Registry Office services have been excluded from both the existing and proposed as they are not expecting to alter following the changes. The drop in service for ESCC staff will continue but at a reduced level.
- 4.03 Also for the purposes of the assessment it has been assumed that all staff commute by single occupant car, a position that is obviously unlikely but which will present a worst case. The assessment is shown in Appendix B and identifies an existing weekly trip rate (excluding Registration Service constant) of 429 with the possibility of some additional trips by occasional visitors.
- 4.04 It should be noted that the assessment has been based on a weekly trip generation figure rather than the traditional daily trip generation. This is due to the nature of the Residential care home element of the site which operates 24/7, 52 weeks of the year. It should also be noted that the staffing levels identified for the care home will be needed at all times. There will be no reductions in staff on site to allow for holidays/sick/training etc. as temporary staff will be needed to cover for these shortfalls.
- 4.05 As for the existing uses, an assessment has been made based on information provided by the operators relating to the staffing levels for the former ASC Older Persons residential care service and the day care and again the Registry Office has not been included as this is to remain unchanged. For the purposes of the assessment it has again been assumed that all staff commute by single occupant car, a position that is obviously unlikely but which will present a worst case and other assumptions regarding visitors are shown in Appendix B. The assessment identifies a weekly trip rate, excluding Registry Office, of 434 although again, there is the possibility of a number more by occasional visitors.

- 4.06 The proposed use will have an element of 24/7 operation as a residential care facility with the other services operating more traditional office hours (08:00 – 18:00 generally and Drop In 09:00 – 17:00), 5 days per week the only difference will be the ceremonial office which will operate on Saturdays from 10:00 – 18:00. Staffing of the facilities will be subject to annual leave, sick leave and training absences which will generally not be covered by temporary/short term staff except for the Residential Care element. This will have the effect of reducing the overall number of weekly trips over the course of a year.

5.00 Sustainability & Parking

- 5.01 The site of the proposed re-development is reasonably located to make use of alternative forms of transport. The site lies within 0.5km of the centre of Crowborough which offers a wide range of shopping, business and leisure facilities. These can be reached on good standard footways with street lighting. Being in the centre of the town there are also a great number of residential properties within a 2km radius from which staff could come.
- 5.02 Crowborough Cross is served by the number 29 bus service which runs between Tunbridge Wells and Brighton via Crowborough and Uckfield amongst others, hourly in each direction as well as the 229 service which runs between Crowborough Station and Tunbridge Wells. There are bus stops located a short distance to the north of the Goldsmiths Avenue/ Beacon Road junction at Crowborough Cross.
- 5.03 Secure cycle and buggy and mobility scooter storage already exists as well as shower facilities for staff and the proximity of residential areas as well as the topography of the local area means that cycling and walking to work may be an attractive option for staff.

Parking

- 5.04 It is proposed that 46 parking spaces will be provided on site comprising 40 car spaces, 4 garage spaces, 2 disabled spaces and 2 minibus parking spaces. The on-site car parking arrangements will provide drop off and turning head facilities within the site confines.

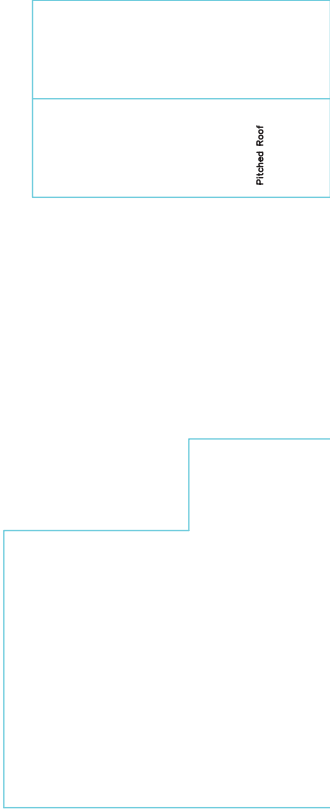
6.00 Conclusions

- 6.01 It can be seen from the Traffic Report that a change of use from day services facility, registry office and other local authority office use to residential care home, day services facility, registry office and other local authority office use will result in a small increase of 5 trips per week in the number of trips generated on a weekly basis at this Hookstead property mitigated by the reduction in the proposed Drop In visitor desks. It should however be noted that the trips relating to the current ASC Learning Disability Residential and Day Care facilities are already based in Crowborough at Southview Close, Beacongate and The Gables and will therefore not be new to the local network and hence have no impact on the SPA.
- 6.02 It should be noted that the currently approved use of the site identified a reduction in trips of 31 per week when that assessment was carried out. The estimated increase will still leave the weekly trips below the pre 2013 use level.
- 6.03 Trips generated by the Learning Disability residential facility will take place 24/7 due to the nature of the services and the shift system necessary to operate at the optimum staffing level throughout the year. Other facilities will generally operate during the normal working week with the Registry Office open on Saturdays.
- 6.04 Due to the mixed nature of the use of the site it is difficult to clearly identify the appropriate level of parking however given the expected level of staff on site, the operation of shift systems and the need to provide for occasional visitors, the increased level of vehicular parking on site is considered adequate for the new proposed change of use and will not result in any overspill onto the adjacent roads.
- 6.05 Because of the modest scale of the proposal, a Travel Plan would serve little purpose as there is little scope for any significant measures to be introduced. It should be noted that the threshold set by ESCC for an Offices is 1,500sqm before a Travel Plan. It is expected that some lift sharing will occur amongst the staff and increasing fuel prices will continue to act as an incentive to further sharing. Its location also offers opportunities for staff to walk/cycle or use buses to commute.

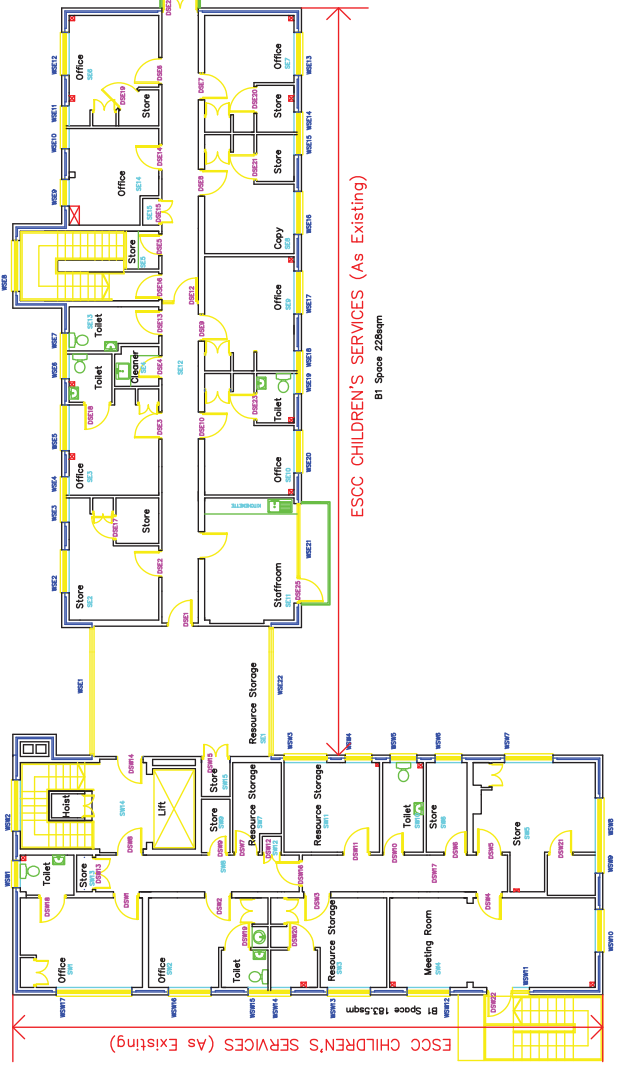
Appendices

- Appendix A - Site Plan
Appendix B – Trip Assessment

Appendix A – Site Plan



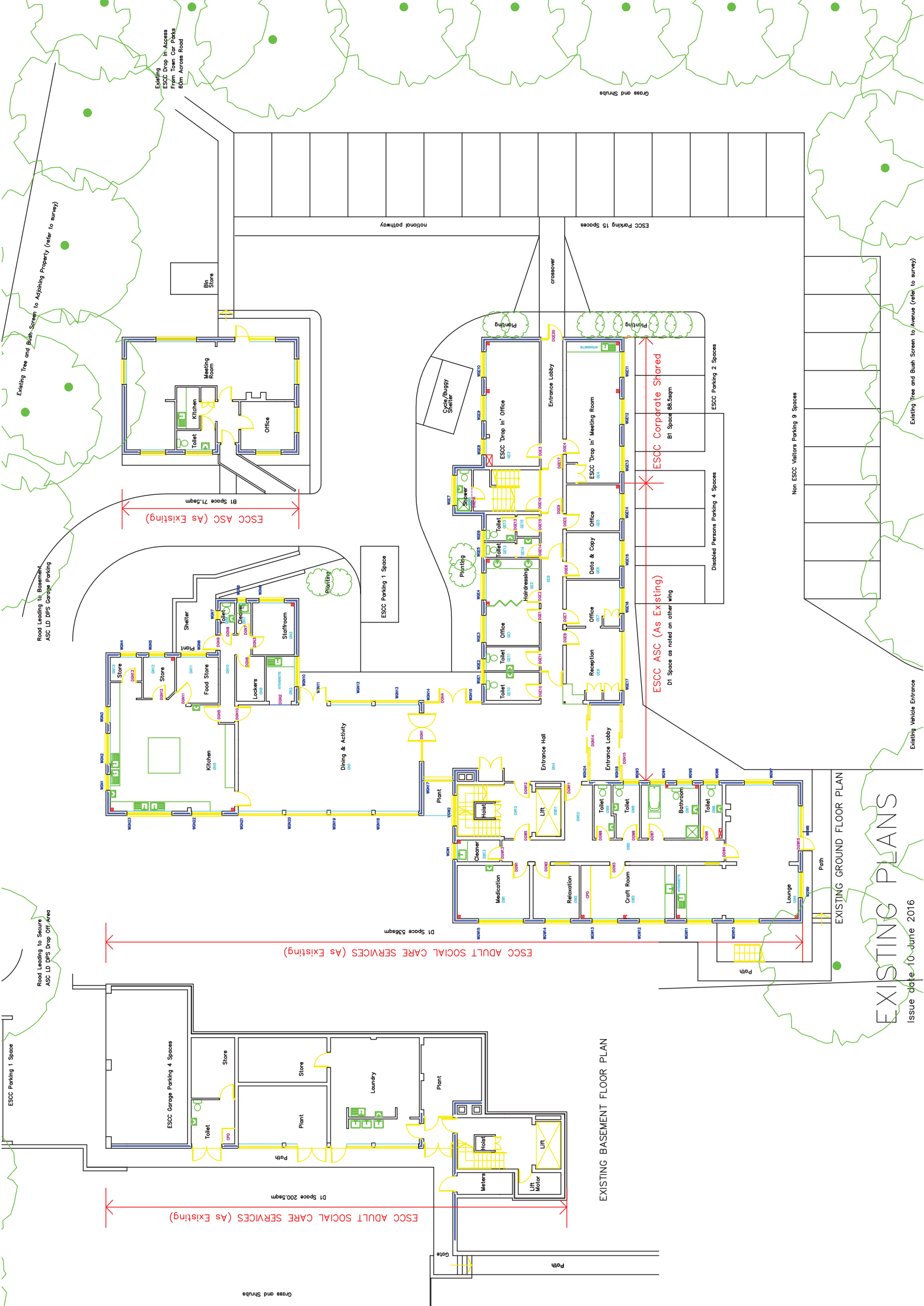
EXISTING FIRST FLOOR PLAN



EXISTING SECOND FLOOR PLAN

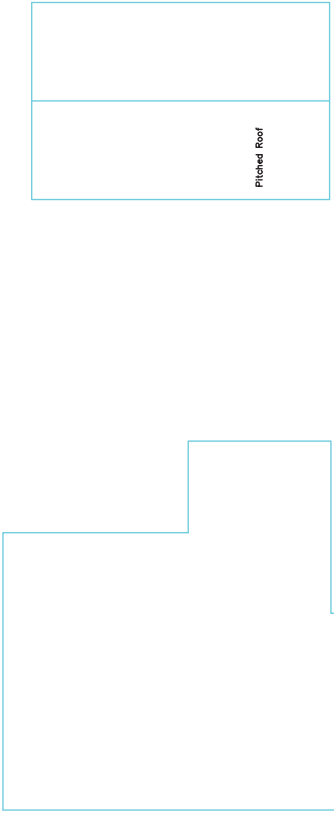
EXISTING PLANS

Issue date 10 June 2016

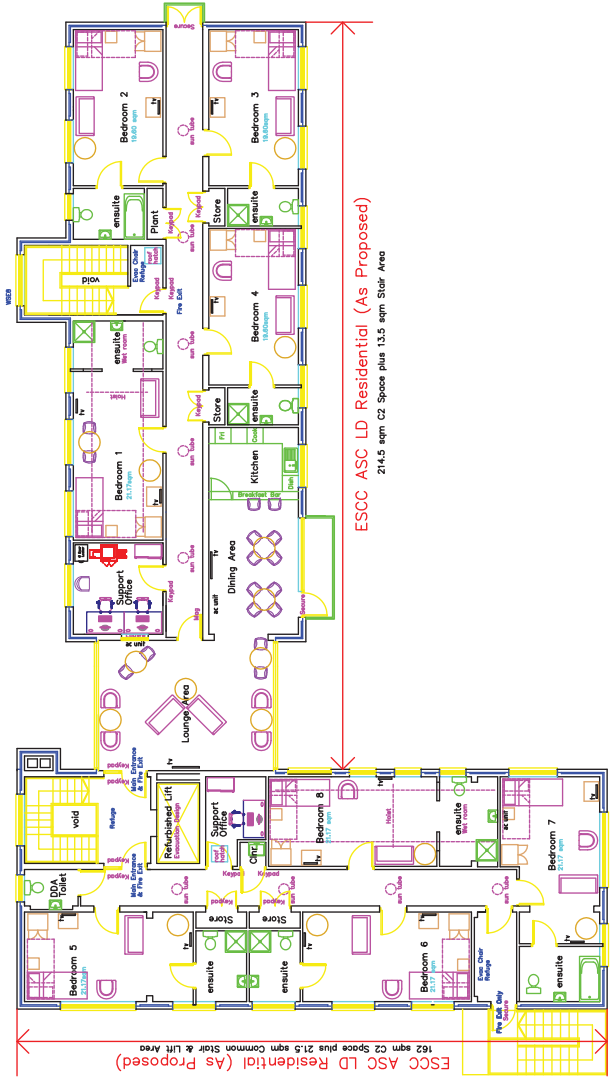
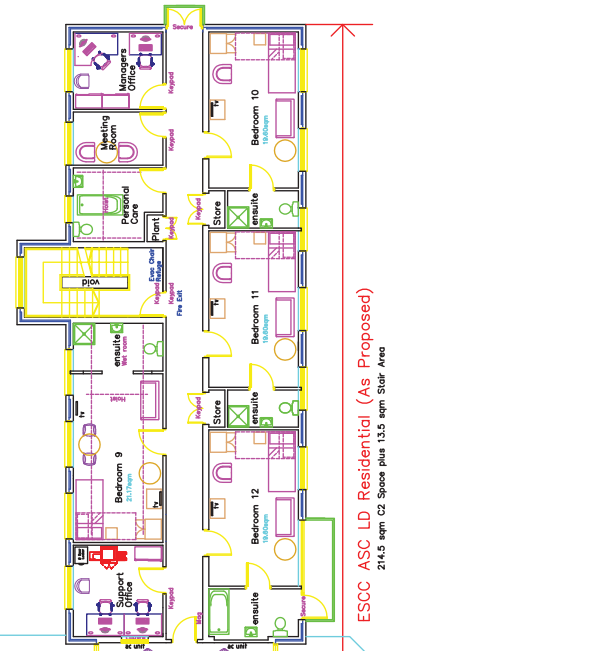
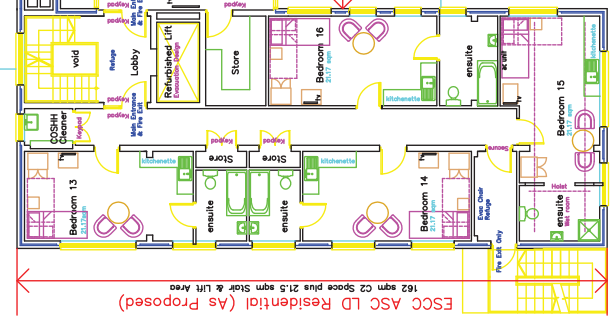


EXISTING PLANS

Issue date: 10 June 2016



Flat Roof



PROPOSED FIRST FLOOR PLAN

PROPOSED SECOND FLOOR PLAN

PROPOSED PLANS

Issue date 10 June 2016

Appendix B – Trip Assessment

Existing Use as ASC Older persons Day Care Centre and other Council Services

Staff in and out of building /car park.

Day Care Centre - Adult Social Care staff working at Hookstead 5 days per week	>	6.8 x 2 x 5	=	Total 6.8 FTE staff Total 68 trips/week
Educational Psychology - based at Hookstead, visiting daily 5 days per week	>	13.8 x 2 x 5	=	Total 13.8 FTE staff Total 138 trips/week
Language Learning Support – School term time only working at Hookstead 5 days per week	>	7.3 x 2 x 5	=	Total 7.3 FTE staff Total 73 trips/week
Other office uses (to be allocated) at Hookstead 5 days per week	>	5 X 2 X 5	=	Total 5 FTE staff Total 50 trips/week

Regular Visitors

Regular visitors to the Day Care Centre Arriving mostly by minibus	>	2 x 2 x 5	=	Total 12 per day Total 20 trips/week
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Drop In Visitors

Staff based in the field visiting Hookstead (8 current desks)	>	8 x 2 x 5	=	Total 80 trips/week
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Other occasional staff/visitor

2 mini-buses x 2 daily to facilitate day service with drivers & escorts.
 Taxis for day service and visits to the units
 Delivery lorries for food

The above gives a minimum of 429 trips per week with the possibility of additional trips by occasional visitors.

Proposed use as ASC Learning Disability Residential and Day Services Centre and other Council Services

Staff in and out of building /car park

There were three shifts so these staff would be arriving and departing at key times during a 24 hour period but all would be attending

Residential

0.5 DPS Manager (shared with Day-care)
1 Deputy-manager
0.5 Admin (shared with Day-care)

These staff work 5 days per week > 2.0 x 2 x 5 = Total 2 staff
Total 20 trips per week

3 Team Leaders
10 Support Co-ordinators (5 per shift/2 shifts)
2 Waking night staff
1 Cook

These staff work 7 days per week > 16 x 2 x 7 = Total 15 staff
Total 224 trips per week

Day Care

0.5 DPS Manager (shared with Residential care)
2 Seniors
6 Support Co-ordinators
0.5 Admin (shared with Residential care)
2 FTE Drivers (with passenger escorts)

Day-care operates 5 days per week > 11 x 2 x 5 = Total 11 staff
Total 110 trips per week

Drop In Visitors

Staff based in the field visiting Hookstead
(6 proposed desks) > 6 x 2 x 5 = **Total 60 trips/week**

Regular Visitors

Regular visitors to the Day Care Centre
Arriving mostly escorted by ESCC minibus > 2 x 2 x 5 = Total 25 per day
Total 20 trips/week

Other occasional staff/visitor

Taxis for day service and visits to the units
Weekly & fortnightly delivery lorries for food
Visitors occasionally to the residents.

The above gives a minimum of 434 trips per week with the possibility of additional trips by occasional staff and visitors.