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6 October 2026

Dear Sue

**DM/26/01835 - Gatehouse Hub, Goddards Green**

I refer to the above application, currently pending determination by the Local Planning Authority, and specifically to the comments received from the West Sussex County Council Highways Authority dated 2nd October 2026.

Whilst the Highway Authority raises no in-principle objection to the use of the existing access arrangements or the modest increase in traffic that may be generated by the proposed additional commercial floorspace, further information has been requested regarding parking provision across the wider Gatehouse Hub development. Specifically, clarification has been sought in relation to:

- The total number of vehicle parking spaces approved across the wider Gatehouse Hub development;
- The number of standard, visitor and accessible parking spaces forming part of that approved provision;
- The number and type of parking spaces that would be displaced or otherwise affected by the current proposals;
- The 12 spaces proposed specifically to serve the additional pod units;
- The resultant total number of standard, visitor and accessible parking spaces across the wider development following implementation of the proposals and;
- An assessment demonstrating that the resultant parking provision is appropriate for the development as a whole, including the additional commercial floorspace, having regard to the applicable WSCC parking guidance.

**Approved Parking Provision**

The existing commercial estate was approved in two phases : Gatehouse 1 and Gatehouse 2.

**Gatehouse 1 - Application DM/23/01051**

Gatehouse 1 was approved under application DM/23/01051 and comprised approximately 4,615 sqm of commercial floorspace together with a 600 sqm Wellness Centre.

The approved site layout provided a total of 136 parking spaces, along with 40 cycle parking spaces.

The accompanying Transport Statement assessed parking demand in accordance with WSCC standards and concluded that a total of 121 spaces would be required. The approved scheme therefore provided an excess of 15 parking spaces over the calculated requirement.

In considering the application, WSCC Highways stated:

*"Car and cycle parking provision will be in line with current WSCC guidelines. The applicant has stated 114 parking spaces within their supporting TS. The LHA would be satisfied with this amount of parking and given the sites layout this is likely to be the maximum that could realistically be provided. Cycle parking would be provided in line with WSCC's residential cycle parking standards."*

Accordingly, whilst the Highway Authority considered 114 spaces acceptable, the approved layout ultimately delivered 136 spaces.

## **Gatehouse 2 - Application DM/24/2482**

The second phase of development comprised the relocation of the previously approved Wellness Centre together with an additional 1,680 sqm of commercial floorspace.

The approved layout provided 139 parking spaces along with 26 cycle parking spaces.

Applying the same parking ratio accepted under Gatehouse 1 (1 space per 40sqm), the additional floorspace would have generated demand for approximately 42 additional spaces.

As a consequence of the overlap between the two permissions and the relocation of the Wellness Centre, approval of Gatehouse 2 resulted in the loss of 15 spaces previously approved as part of Gatehouse 1.

Taking this overlap into account, the approved site-wide layout incorporating Gatehouse 1 and Gatehouse 2 provides a total of 257 parking spaces.

Those approved arrangements are shown on Drawing No. 2404-P-804-C approved under application DM/25/3125, which represents the current approved masterplan for the site.

## **Proposed development**

The current application seeks an additional 196 sqm of commercial floorspace.

Importantly, the proposal does **not** result in the loss of any approved parking spaces. Instead, a number of approved spaces are simply relocated to accommodate the revised layout. The same is true for the approved cycle parking spaces. These are simply relocated within the site.

Figure 1 identifies the approved parking spaces affected by the proposals, whilst Figure 2 illustrates their proposed relocation.

Using the same parking ratio previously accepted by WSCC (1 space per 40sqm), the proposed additional floorspace would generate demand for approximately five parking spaces.

Given that the approved development already provides substantially more parking than required by the accepted parking standards, there remains ample capacity within the site to accommodate the parking demand associated with the proposed additional floorspace.

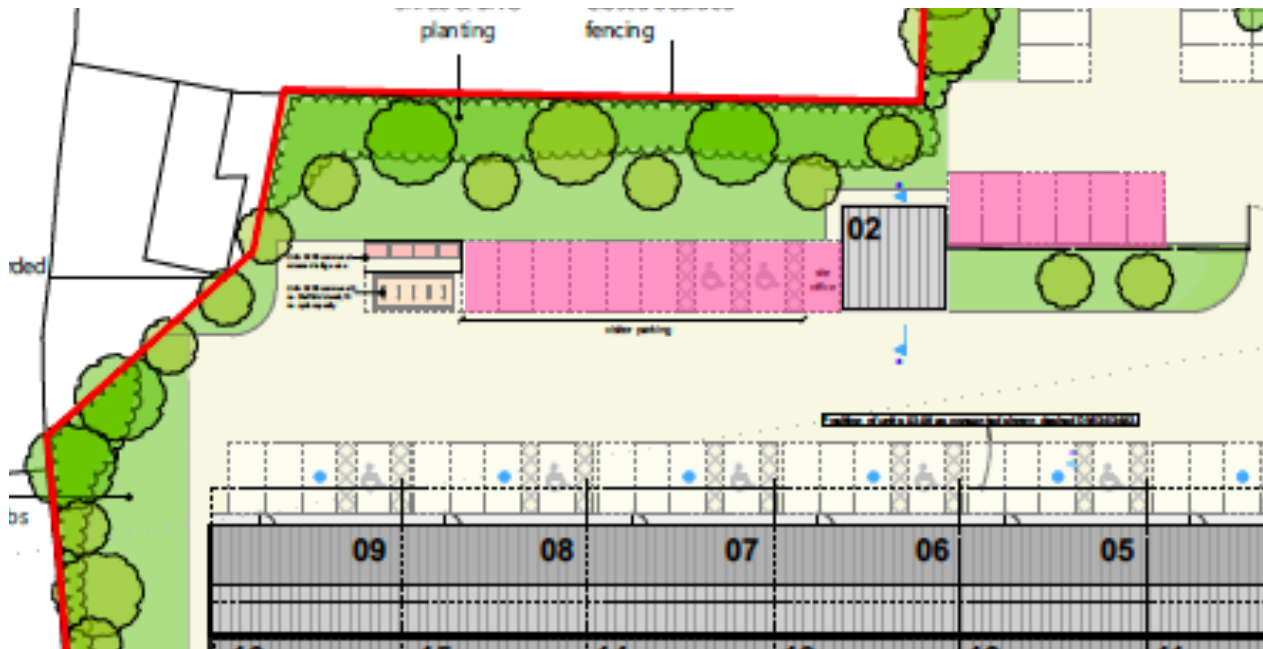


Figure 1: Extract of approved site layout (DM/25/3125)

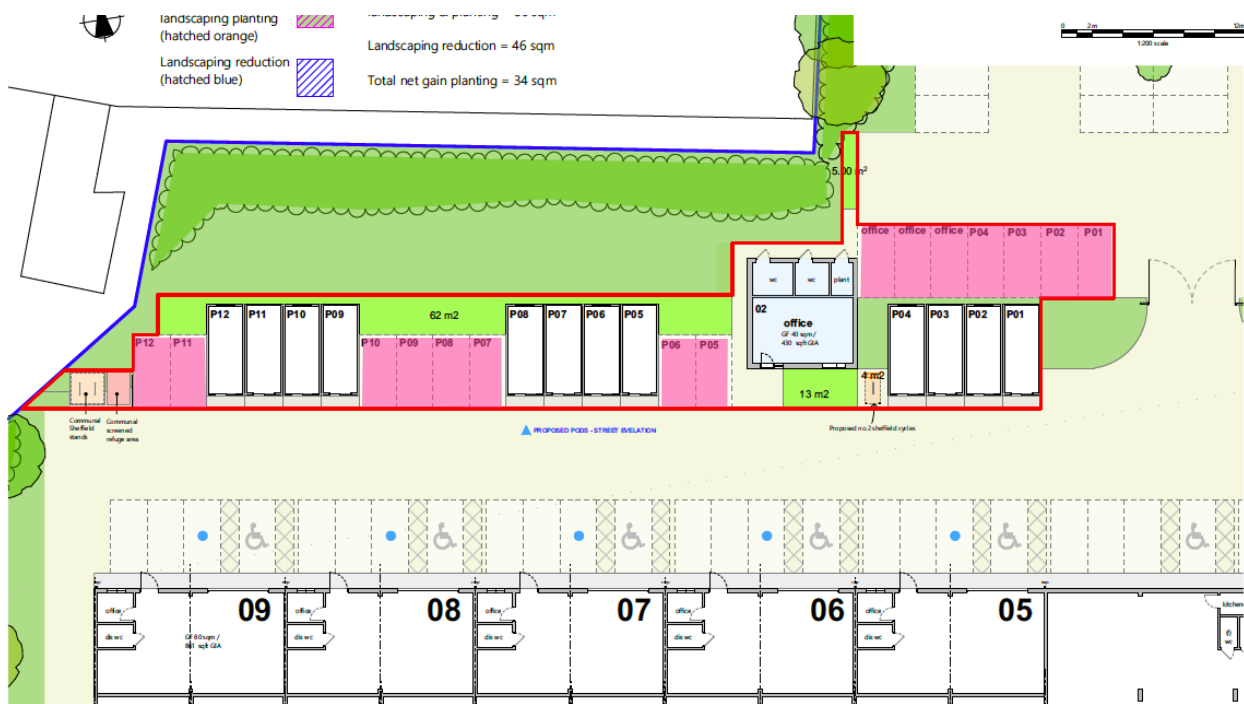


Figure 2: Extract of proposed site layout highlighting relocation of approved parking spaces in pink

The approved and proposed parking provision can be summarised as follows:

|                                                                                   | <b>As approved</b>                                 |                                                                                           |                                                            | <b>As proposed</b>                                    |
|-----------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------|
|                                                                                   | Gatehouse 1<br>Wellness Centre<br>and<br>4,615 sqm | Gatehouse 2<br>Relocated Wellness<br>Centre and<br>1,680 sqm<br>additional floor<br>space | Total<br>(Accounting for<br>overlap of<br>Gatehouse 1 & 2) | Including proposed<br>additional 196sqm<br>floorspace |
| Number of<br>standard parking<br>spaces.                                          | 114                                                | 110                                                                                       | 208                                                        | 210                                                   |
| Number of visitor<br>parking spaces.                                              | Not specified                                      | 6                                                                                         | 6                                                          | 6                                                     |
| Number of<br>accessible<br>parking spaces.                                        | 22                                                 | 23                                                                                        | 43                                                         | 41                                                    |
| Previously<br>accepted WSCC<br>parking<br>requirements (1<br>space per 40<br>sqm) | 121                                                | 41                                                                                        | 162                                                        | 167                                                   |
| Total number of<br>vehicle parking<br>spaces<br>proposed.                         | 136                                                | 139                                                                                       | 257                                                        | 257                                                   |

### **Compliance with WSCC Parking Standards**

As approved the existing site provides 95 more spaces than needed when demand is calculated on the basis of the accepted 1 space per 40sqm ratio.

Even if parking demand is calculated using the more onerous WSCC standard of 1 space per 30 sqm applicable to Class E office, research and light industrial uses, the proposal remains comfortably compliant.

The total commercial floorspace across the site, including the proposed pods, would equate to approximately 6,491 sqm.

Applying the 1:30 sqm ratio results in a requirement for:

$$6,491 \text{ sqm} \div 30 = 216 \text{ parking spaces}$$

The Wellness Centre equates to some 627 sqm.

Applying WSCC standard of 1 space per 22 sqm results in a requirement for

$$627 \div 22 = 28.5 \text{ spaces}$$

This results in a total parking requirement of approximately 245 spaces.

Against the approved provision of 257 spaces, the development would therefore continue to provide an excess of 12 parking spaces.

### **Cycle parking provision**

Applying the same calculations to the cycle parking provisions, the approved site layout currently provides 46 cycle parking spaces within communal parking areas across the site.

Taking the most onerous of WSCC standards in relation to the types of use permitted at the site i.e. 1 cycle space per 150 sqm for Class E(g) - business uses results in a requirement for:

$$6,491 \text{ sqm} \div 150 = 43 \text{ cycle parking spaces.}$$

At the slightly lower ratios of 1 space per 200 sqm and 1 space per 500 sqm for B2 and B8 uses respectively (uses also permitted at the site) the cycle parking requirement reduces to 32 spaces or just 13 spaces. Considering the mixed use of the site that has been permitted the provision of 46 cycle parking spaces across the site in communal facilities is considered appropriate and in line with WSCC guidelines.

### **Conclusion**

The proposal does not reduce the overall parking provision approved for the wider Gatehouse Hub development. Existing approved spaces are merely redistributed within the site and the overall provision remains substantially above both the parking requirements previously accepted by WSCC and the more stringent Class E parking standard.

I trust the above satisfactorily addresses the Highway Authority's concerns regarding parking provision both within the application site and across the wider development.

Yours sincerely



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Senior Planner