



Oakfield Planning Group

30 Cantelupe Road, East Grinstead, RH19 3BJ



This Design and Access statement has been prepared by Oakfield Planning Group to assess a planning application to convert an existing vacant commercial property into a one-bedroom flat and one studio flat with associated landscaping and reduction of existing garage to form new access at 30 Cantelupe Road, East Grinstead, RH19 3BJ.

APPLICATION SITE:

**30 CANTELUPE ROAD
EAST GRINSTEAD
RH19 3BJ**

APPLICANT: MATHU HOUSING LTD

DATE: SEPTEMBER 2026



Figure 1: View of the existing site front elevation.



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1.0 INTRODUCTION

- 1.1** This Design, Access and Planning Statement has been prepared to accompany a planning application for the conversion of an existing single storey commercial property into 1x one-bedroom flat and 1x studio flat as well as associated landscaping and the reduction of the existing garage into order to create a new access point at 30 Cantelupe Road, East Grinstead, RH19 3BJ. The property currently as a vacant commercial property with the previous jewellery shop signage still existing on the front elevation. There is an existing separate building on the site that already operates as flat and will be untouched by this proposal. The shared rear courtyard will undergo landscaping changes and a new access introduced through reduction of the garage. This statement sets out the planning rationale for the proposal, describes the site and its context, explains the design approach, and demonstrates how access, residential amenity, and highway considerations have been addressed in line with national and local planning objectives.



2.0 SITE LOCATION AND DESCRIPTION

- 2.1** 30 Cantelupe Road, East Grinstead, RH19 3BJ is a mixed-use property located on a busy road in close proximity to East Grinstead's main high street. The site has a two-storey building that currently operates as flats but the site of this proposal concerns the single storey commercial Class E unit beside it that occupies most of the ground floor. There is an existing garage that is currently larger than the average car that provides one parking space.
- 2.2** The property is set back from the main road which allows off-road parking for its residential occupants but also benefits from a sustainable location with good access to local shops, services, and public transport routes. This makes the site suitable for residential use and supports reduced reliance on private car travel.
- 2.3** The existing building was constructed in the 1960's and features a brick faced with stone quoins. There are a variety of large rectangular windows that allow natural light facing both externally and an internal courtyard.
- 2.4** The ground floor commercial unit has been used since the 1990's as a jewellery shop but this has been vacated for approaching two years.



3.0 RELEVANT PLANNING HISTORY

- 3.1** The property has a documented planning history that includes changes of use and alterations to the layout. Most recently an approved scheme for the conversion of the ground floor commercial space into residential use was granted and this proposal uses some of the approved landscaping scheme and alterations such as roof lights.
- 3.2** DM/25/0351- Approved- Proposal to convert the existing commercial space into a self-contained residential flat, extend the current one-bedroom ground floor flat into a two-bedroom unit, install seven rooflights in the rear existing commercial space, add a new door and window on the side elevation, and raise the single- storey roof to match the existing structure/ Remove garage door to provide parking space and bin store at front of property.



4.0 FLOOD RISK

- 4.1 The Site is classified as being in Flood Zone 1, therefore this indicates that the site and its surrounding area is at a very low risk of flooding, with less than 1 in 1,000 annual probabilities of flooding from rivers or the sea.
- 4.2 As the proposal involves the conversion of an existing structure on an already utilised land, the development does not increase flood risk elsewhere and is considered acceptable in flood risk terms.



Figure 2- Lowest flood risk of the property and local area



5.0 THE PROPOSAL

- 5.1** The application seeks permission for the conversion of an existing ground floor commercial unit into 1x residential studio flat and 1x residential one bedroom flat. The proposal incorporates landscaping of the existing courtyard and reduction of the existing garage to create a new access point.
- 5.2** The development aims to repurpose a disused commercial space that has been vacate for two years since use as a Jewellers. The two proposed flats are self-contained and use the same existing footprint of the current commercial property. This use of the existing footprint minimizes the impact of the proposal on the surrounding area and keeps the local character intact.
- 5.3** The proposed application is focused entirely upon the ground floor commercial space. It makes no changes to the existing flats on the upper floors and does not make changes to the existing residential building. The central courtyard has landscaping changes proposed to facilitate waste management, cycle storage and an all round improved aesthetic for inhabitants from the existing bare concrete area.
- 5.4** To facilitate the new flats, changes to the layout of the internal walls are proposed in order to create more open spaces and allow better light flow within the flats. To further the provision of light, rooflights are proposed on the rear building. The rooflights and landscaping follow the advice of the approved scheme DM/25/0351.
- 5.5** The proposal aims to have minimal impact on the overall scale and mass of the property. The intention is to make use of the building's existing access points. Only a reduction of the existing garage is proposed in order to allow access to the courtyard and one of the flats to have its own access point from the street. This approach ensures that the property's overall size and appearance remain consistent with its existing form.



6.0 WASTE MANAGEMENT

- 6.1 A dedicated area for bin storage is proposed within the new landscaped courtyard. This is to allow easy access for both flats to store waste and with the new proposed access to the street there is a quick and simple method of taking these bins to the roadside for removal. The flats would use the established waste removal schedule that the current residential flats use and would not generate any amount of waste significantly higher than the former commercial unit would have.

7.0 ACCESS AND PARKING

- 7.1 The proposal will retain the existing vehicular access to the front of the property, allowing for convenient off-street parking. The site is well-served by public transport and is located in a sustainable area with easy access to local amenities, reducing the reliance on private vehicles. The design ensures that the residential development remains accessible to all, with minimal disruption to the surrounding area and the wider community. Access to the site will remain as existing from Cantelupe Road and Vicarage Walk,
- 7.3 The site is in a highly sustainable location with excellent transport connections and close proximity to the high st, making it ideal for residential development.
- 7.4 The site has access to good railway connections with East Grinstead Railway Station approximately **0.5 miles** (10-minute walk) from the site. The station provides regular services to **London Victoria, Clapham Junction, and East Croydon**, offering convenient commuter access.



- 7.5** The proposed flats will also have access to strong bus services with several bus routes operating nearby. These provide connections to Crawley, Gatwick Airport, and other surrounding towns. The main East Grinstead Bus Station is located within **a short walking distance**, offering a range of local and regional services.
- 7.6** The site proposes cycle storage due to the strong Pedestrian and Cycling Routes within the area. The site is well-connected by pedestrian-friendly pathways, and cycling is encouraged in the area, with various cycle routes linking to the town centre and surrounding areas. The sustainable location reduces reliance on private vehicle usage.

8.0 ENVIRONMENTAL AND ECOLOGICAL CONSIDERATIONS

- 8.1** The site is located within the Red Impact Zone for Great Crested Newts, and any development will need to comply with ecological protection measures. This development does not negatively impact local biodiversity or the surrounding natural environment.
- 8.2** However, as the proposal involves a change of use and internal alterations only, there will be no physical encroachment into surrounding wildlife habitats. The development will consider the appropriate ecological mitigation measures in line with planning guidance.
- 8.3** The site is also located within the Ashdown Forest SPA and SAC, which requires that any residential development within a 7km radius mitigate its potential impacts. The contribution will be made by the applicant, and the proposal will comply with these requirements by contributing to SANG and SAMM as necessary.



9.0 SUMMARY AND CONCLUSION

- 9.1 This Design and Access Statement has been prepared in support of the proposed conversion of 30 Cantelupe Road, East Grinstead. The proposal seeks to optimize the use of an existing building by delivering high-quality residential accommodation while respecting the character of the surrounding area.
- 9.2 The scheme involves minimal external alterations and general enhancements to the building's appearance. Consideration has been given to key infrastructure elements, including parking, cycling provisions, and waste management, ensuring full compliance with local policy requirements. The development will retain off-street parking while incorporating secure cycle storage and designated refuse areas, designed to minimize their visual and functional impact on the streetscape.
- 9.3 From an ecological perspective, the applicant acknowledges the site's location within the Ashdown Forest Special Protection Area (SPA) and Special Area of Conservation (SAC). As such, appropriate mitigation measures will be undertaken, including financial contributions towards Strategic Access Management and Monitoring (SAMM) and Suitable Alternative Natural Greenspace (SANG), in accordance with Mid Sussex District Council's adopted policies.
- 9.4 The proposal represents an exemplary model of urban regeneration, making efficient use of previously developed land while contributing positively to the housing supply in Mid Sussex and East Grinstead. The development is consistent with national and local planning policy objectives, particularly those promoting sustainable development, high-quality design, and enhanced accessibility to public transport networks.



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- 9.5** In light of the above, the proposal is considered a sustainable and policy-compliant form of development that delivers much-needed housing while maintaining the integrity of the built environment. Given its alignment with planning policies, contribution to local housing need, and support for urban regeneration and sustainable transport, it is respectfully requested that Mid Sussex District Council grants full planning permission for