

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Mid Sussex District Council FAO: Andy Watt
FROM:	WSCC – Highways Authority
DATE:	4 July 2025
LOCATION:	Central Sussex College Queensmere House 49 Queens Road East Grinstead RH19 1BG
SUBJECT:	DM/25/0388 Conversion of a D1 Educational Building to 24no. Residential Apartments (32 Bedrooms) with infilling of existing undercroft areas, associated car parking, landscaping, cycle spaces, amenity areas, 1.1m high metal fence and new ramp. More information received. More info from Andy Watt's email regarding the RSA.
DATE OF SITE VISIT:	n/a
RECOMMENDATION:	No Objection

Background

WSCC in its role of Local Highway Authority (LHA) has been consulted on the above application for highway safety, capacity, and accessibility considerations. The change of use proposed will convert the educational building into 24 residential apartments.

Stage 1 Road Safety Audit (RSA)

In accordance with the adopted LHA's 'Road Safety Audit Policy', a Stage 1 RSA has been undertaken in accordance with the GG119 governance document by an independent Audit a Design Organisation Response has now been provided by the Design Team. Several matters have been raised within the RSA however the Designer has agreed to the Auditors recommendations and therefore there are no outstanding matters raised through the audit process. The completed RSA log sheet will be submitted to the LPA for their records.

Further Comments

The comments made by the LHA from the 6th March 2025 would still be relevant to the proposals. In summary these are:

Access

The site will utilise an existing access onto Queens Road. A review of the access onto Queens Road indicates that, there have been no recorded collisions within the last 3 years and that there is no evidence to suggest that the access and local highway network are operating unsafely. A visibility condition has been provided below to secure visibility in line with the RSA recommendation.

Capacity

No traffic flow information has been provided with the current application. However, from experience of other similar proposals, the LHA recognise that the former D1 usage would generate more vehicle movements compared with residential developments. As such, there is no expectation for this proposal to give rise to any increase or material change in the character of traffic in the vicinity of the site.

Accessibility

The site is well located to encourage travel by sustainable modes including the use of walking, cycling and public transport. These will provide opportunities for staff and visitors to travel to the site. There are continuous footways leading to London Road. London Road has a signalised crossings with tactile paving connecting to the existing footway network. In addition, there are a number of bus stops on both sides of London Road that connect to a number of locations outside East Grinstead. The site is in close proximity to East Grinstead Railway Station, around 10-15 min walk from the site and a 3-minute cycle ride. The street lit carriageways and low speeds would make the journey a workable alternative to the private car. The station links to Brighton, Gatwick Airport and London Victoria. Further to the north the site links to East Grinstead town centre with continuous footways and signalised pedestrian crossing points. In the town centre there are a number retail and employment facilities that can be accessed via sustainable means.

The applicant should provide a Travel Plan Statement (TPS) within the supporting information to provide residents and visitors a workable means to access the site using more sustainable modes. The TPS will be required to accord with the requirements of WSCC. The applicant should note that WSCC apply an auditing fee to all new travel plans. The travel plan and associated auditing fee would be secured via a s106 agreement. The Travel Plan auditing fees reflect the amount of local authority officer time required to evaluate the initial plan, assess the monitoring data and participate in on-going review and agreement to any amended plans in the future, including post planning once the development is built out and occupied. The costs have been benchmarked against fees charged by other Local Authorities and are considered to proportionate and reflective of the costs incurred.

Parking

The existing parking area for the offices is included within the red edging with the supporting information confirming that 15 car parking spaces can be included within the existing layout. In line with the LHA's September 2020 car parking requirements, 25% of these parking spaces should be 'Active' EV parking spaces.

Given the accessible location cycle parking should be provided in line with LHA parameters:

- Flats Up to 3 rooms (1 & 2 bed) 0.5 space (if communal storage otherwise same as 1 & 2 bed house)
- Flats 4+ rooms (3+ bed) 1 space

Conclusion

Following the submission of the RSA the LHA would be satisfied that the proposals are sufficient in line with National Planning Policy Framework namely paragraph 116. The LHA would advise the following conditions be attached to any planning consent:

Construction Management Plan

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters,

- the anticipated number, frequency and types of vehicles used during construction,
- the method of access and routing of vehicles during construction,
- the parking of vehicles by site operatives and visitors,
- the loading and unloading of plant, materials and waste,
- the storage of plant and materials used in construction of the development,
- the erection and maintenance of security hoarding,
- the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders),
- details of public engagement both prior to and during construction works.

Reason: In the interests of highway safety and the amenities of the area.

Visibility (details required)

No part of the development shall be first occupied until visibility splays of 2.4 metres by 43 metres have been provided at the proposed site vehicular access onto Queens Road in accordance with plans and details to be submitted to and approved in writing by the Local Planning Authority. Once provided the splays shall thereafter be maintained and kept free of all obstructions over a height of 0.6 metre above adjoining carriageway level or as otherwise agreed.

Reason: In the interests of road safety.

Travel Plan Statement (to be approved)

No part of the development shall be first occupied until such time as a Travel Plan Statement has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan Statement shall be completed in accordance with the latest guidance and good practice documentation as published by the Department for Transport or as advised by the Highway Authority.

Reason: To encourage and promote sustainable transport.

Jamie Brown
West Sussex County Council – Planning Services