

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Mid Sussex District Council FAO: Joanne Fisher
FROM:	WSSC – Highways Authority
DATE:	23 rd December 2025
LOCATION:	Land To The West Of Courthouse Farm Cophthorne Common Cophthorne West Sussex
SUBJECT:	DM/25/3020 Outline planning application for the erection of an extra-care retirement community (Use Class C2) and community pavilion, including associated parking, outdoor amenity space, landscaping and drainage, with all matters reserved except for the new access proposed from Cophthorne Common Road.
DATE OF SITE VISIT:	n/a
RECOMMENDATION:	More Information

Background

WSSC in its role of Local Highway Authority (LHA) has been consulted on the proposals for highway safety, capacity and access.

The proposals are for an extra care retirement home. Access to the site will be taken from Cophthorne Common Road on the northern boundary of the site via a new priority junction. The highway aspects of the proposals are supported by way of a Transport Assessment (TA) dated October 2025.

The applicant did approach the LHA for pre-application advice in June 2025; the content of this correspondence is contained within the TA appendices. This response is comparable to DM/25/3021 (residential development) although there are some differences and the requests for additional information related to DM/25/3021 proposing a right turn lane into the site from the A264 are not included in this proposal.

Access and Visibility

The site will be accessed via the A264 with a new priority junction. The site access strategy proposals, including plan (scale 1:500) which includes achievable visibility splays and pedestrian footway connection has been indicated on drawing PL02. Detail of the footway connection is provided in the section below.

The 85th percentile speeds observed on Cophthorne Common Road are below the 50mph speed limit, with a daily eastbound speed of 45.2mph and a westbound speed of 46.8mph. Visibility splays have been demonstrated for a 50-mph limit on the drawing titled SK02 which is contained within the TA. The LHA would be satisfied with what has been demonstrated.

The access at 6 metres is considered sufficient for the likely requirements of the proposals. It has been demonstrated by swept path diagrams that the access can accommodate the likely traffic movements into the site.

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. 1 matter has been raised within the Audit which relates to the inclusion of the pedestrian crossing point along the A264. The Auditor raises the point as whether an uncontrolled crossing point without a refuge is appropriate along this stretch of the A264. Drawing PL02 shows the crossing point without a pedestrian refuge. It is advised to address this point that Drawing PL02 is updated to include the pedestrian refuge and the LHA has a Word Copy of the RSA to update and comment as the over seeing organisation. With a refuge in place the LHA would be satisfied the Auditors comments have been addressed.

Network Capacity

Proposed trip rates supported with Trip Rate Information Computer System (TRICS) outputs and site selection methodology has been provided for both sites. The TRICS assessments give an indication of the likely number of vehicular movements to and from the site. Based on the assessments it is likely that the proposals would result in 8 and 15 movements during the AM and PM peaks.

The TA includes junction analysis which has demonstrated that the proposals would not have a material impact on the operation of key location junctions and considers nearby junctions following the inclusion of development traffic.

The LHA would not raise a capacity concern with the anticipated amount of additional vehicular movements onto the local network.

Parking and Internal Layout

Whilst it is acknowledged that a Reserved Matters (RM) Application would be submitted later the following initial comments on the sites internal layout would be offered:

- Parking should be in accordance with the LHA's parking parameters as outlined in Section 3 of the TA.
- Parking dominance in the area that serves the flats-this should be broken down where possible especially where spaces are next to one another over large spreads of the development.
- Consideration of raised tables on the north/south spine roads to reduce vehicle speeds
- Road widths reviewed and demonstrated suitable for all vehicles

Accessibility and Travel Plan (TP)

As outlined in Section 2 of the TA the site is reasonably located to encourage travel by sustainable modes including the use of walking, cycling and public transport with the nearby facilities likely to be accessible by residents of the proposals. Localised existing infrastructure such as bus stops and existing footways and crossings will provide opportunities for residents to travel to the site. The LHA has identified some additional areas of improvement that could be investigated by the Design Team to further assist with sustainable transport modes:

- A264 (Copthorne Road) Bus stops-improvements to the east two bus stops would benefit with real time information boards.
- As above investigate providing bus shelters at the east bound stops to make the stops more all year round usable

Both improvements outlined could be presented and secured via a Section 106 agreement.

The submitted Staff Framework TP is noted. This accords with the requirements of the LHA. The applicant should note that the LHA 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.

Conclusion

Having assessed the information within the TA the LHA would require a revision to the drawings to show a pedestrian refuge point at the crossing onto the A264. The plan should be updated and the RSA template sent to the LHA in Word Format.

Jamie Brown
West Sussex County Council – Planning Services