

Planning Application

Proposed demolition of 2no. garages and erection of a single dwelling (Class C3) with 2no. off-street parking spaces, plus provision of 1no. off-street parking space for No.2 Meadow Approach.

Land Adjacent to No.2 Meadow Approach, Copthorne, West Sussex RH10 3RF



Parking Survey prepared by Wilbury Planning Ltd

Applicant: Mr R. Hewitt

21 October 2025

Contents

1.0	Introduction	1
2.0	Site Description	2
3.0	Existing Site Conditions	4
4.0	Description of Development	5
5.0	Planning Policy Context	7
6.0	Parking and Highway Impact Assessment	11
7.0	Conclusion	14

Appendix A

Parking Survey Results

1.0 Introduction

1.1 This Parking Survey has been prepared to support the planning application (DM/25/1199 refers) (known as *“the application”* from hereon) for the following description of development:

- *“Proposed demolition of 2no. garages and erection of a single dwelling (Class C3) with 2no. off-street parking spaces, plus provision of 1no. off-street parking space for No.2 Meadow Approach.”*

1.2 The site is Land Adjacent to No.2 Meadow Approach, Copthorne, West Sussex RH10 3RF, and the application is made to Mid Sussex District Council (MSDC) on behalf of the applicant, Mr R. Hewitt.

1.3 This Parking Survey has been prepared in response to the West Sussex County Council (WSCC) Highway Authority comments dated 03 June 2025, and MSDC case officer’s concern raised in August 2025 relating to a shortfall of parking provision to both the proposed dwelling and 2 Meadow Approach within the context of the Copthorne Neighbourhood Plan (NP), and perceived exacerbation of existing on-street parking issues.

2.0 Site Description

- 2.1 Land Adjacent to No.2 Meadow Approach comprises 2no. garages with vehicular access provided directly onto Meadow Approach. The site includes the semi-detached dwelling, No.2 Meadow Approach.
- 2.2 Directly to the north of the site is No.4 & No.6 Copthorne Bank, which comprises a post office and minimarket and estate agents respectively. To the west of the site is The Prince Albert public house.
- 2.3 The site appears as an infill plot between No.4 & No.6 Copthorne Bank to the north and No.2 Meadow Approach to the south. The site is within the defined Built-Up Area Boundary of Copthorne.

Site Accessibility

- 2.4 Land Adjacent to No.2 Meadow Approach is in a highly sustainable location with easy access to local amenities including the post office and minimarket directly to the north coupled with a café and food takeaway that is also a short distance away. The Prince Albert public house is directly to the west of the site, and other local services and amenities are also provided within walking distance from the site:
- Copthorne Medi Pharmacy (Copthorne Road).
 - Copthorne Village Store (Copthorne Road).
 - Morrisons Convenience Store (Church Road).
 - Copthorne CE Junior School (Church road).
 - St John's Sunshine Pre-School (Copthorne Road).
- 2.5 Several bus stops are located within direct vicinity of the site along Copthorne Bank and Brookhill Road which provide public transport routes to the immediate and wider locality.
- 2.6 Both the existing local amenities and services within walking distance from the site, and the existing bus stops means that occupants of the proposed development will not be reliant on the use of the private car. Notwithstanding, the streets in the vicinity of the site, including Meadow Approach, The Meadow, Copthorne Bank and Roffey's Close do not have parking restrictions except for limited areas such as bus stops and existing vehicle crossovers for driveways associated with existing dwellings. As such there is a high level of on-street parking availability locally

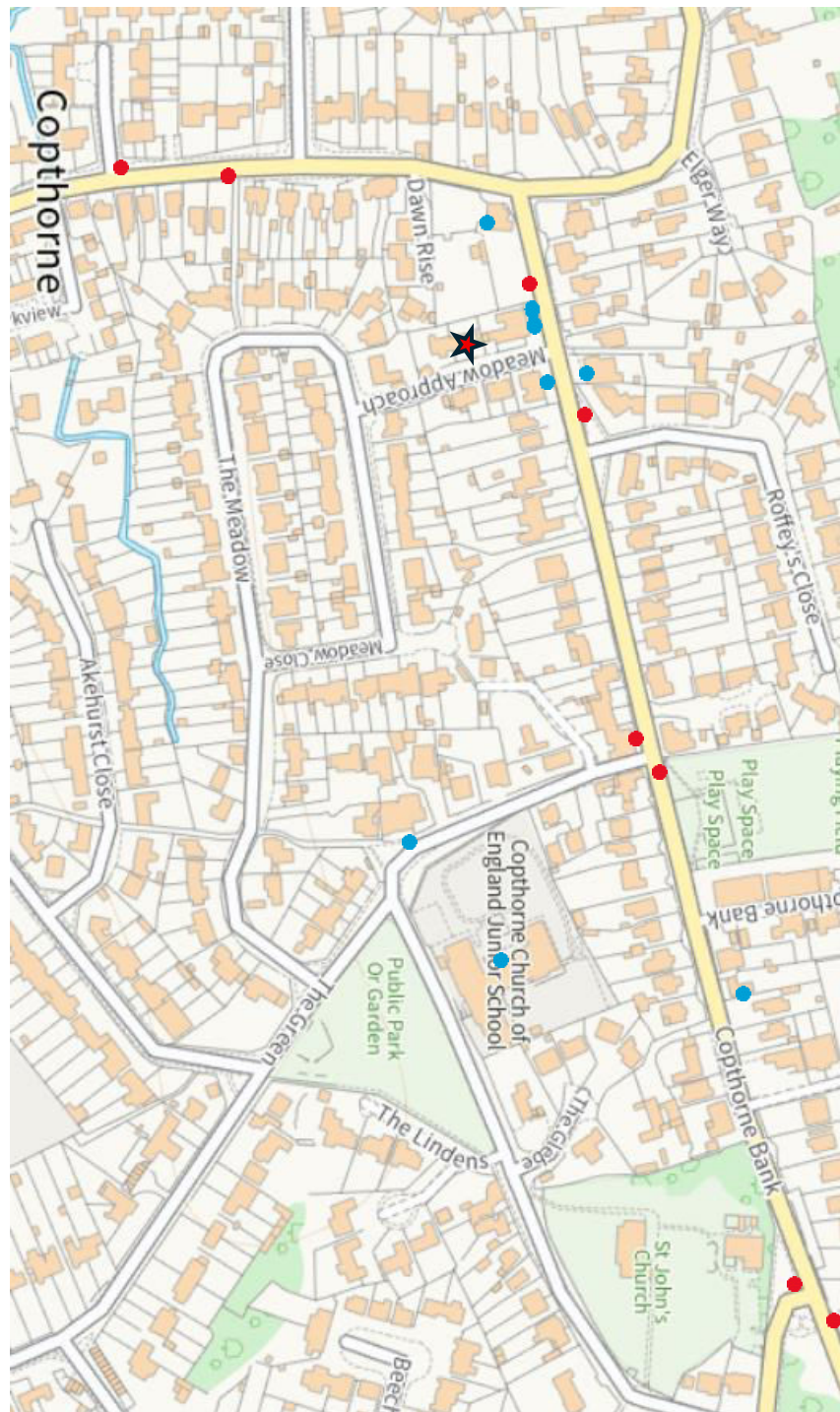


Figure 1: Land Adjacent to No.2 Meadow Approach is denoted by the red star. Existing services and amenities referred to in Paragraph 2.4 are denoted by the blue dots, and bus stops referred to in Paragraph 2.5 are denoted by the red dots.

3.0 Existing Site Conditions

- 3.1 The 2no. existing garages are under the ownership of the applicant.
- 3.2 Due to their limited size, they have historically been used for the storage of domestic paraphernalia rather than for formal vehicular parking. The area directly to the front of the garages have been used for informal parking space for No.2 Meadow Approach.

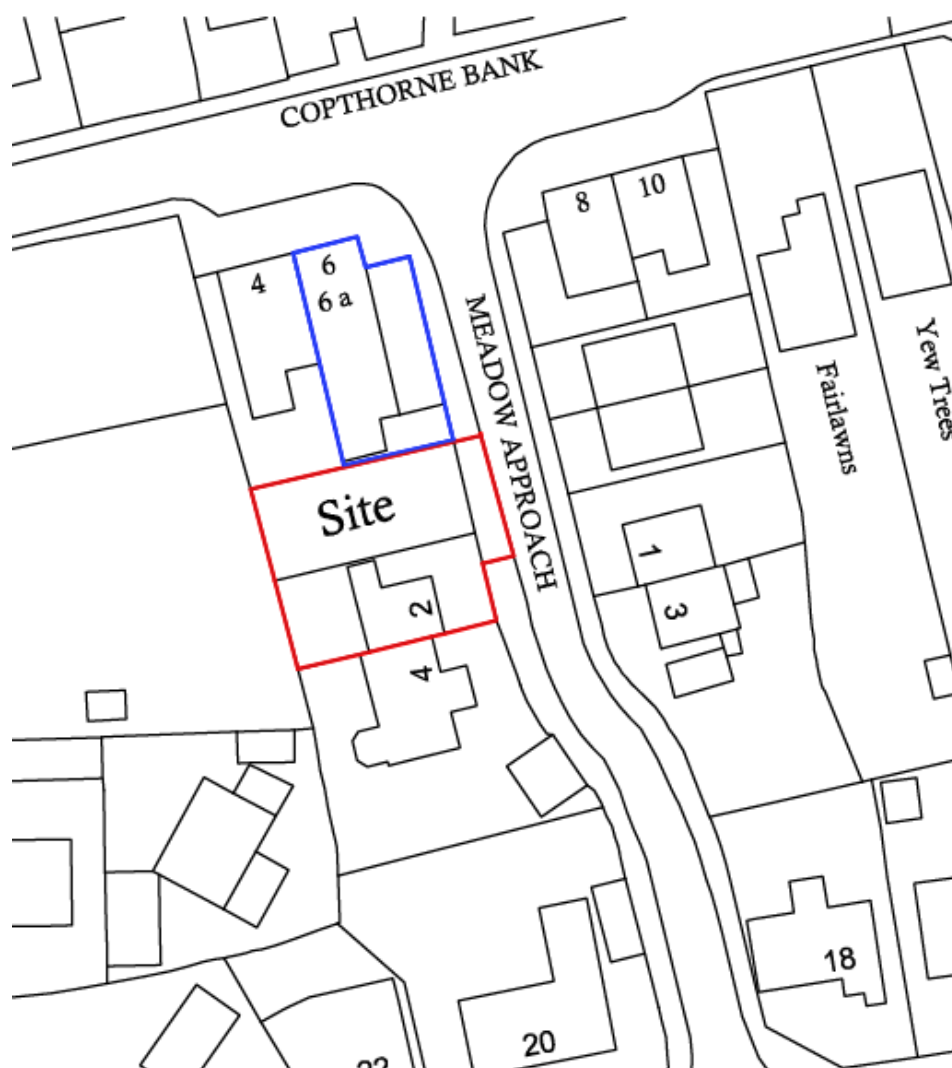


Figure 2: Site Location Plan (CE.RH.24/P/04).

4.0 **Description of Development**

4.1 The application (DM/25/1199 refers) proposes the following:

- Proposed demolition of existing garages to the north of No.2 Meadow Approach.
- Erection of a single dwelling (Class C3).
- Provision of 2no. off-street parking spaces to serve the proposed dwelling.
- Provision of 1no. off-street parking space to serve No.2 Meadow Approach.

4.2 The 2no. existing garages directly to the north of No.2 Meadow Approach will be removed, and the proposed single dwelling will be erected in its place.

4.3 The dwelling will be detached, and two-storeys with 3no. bedrooms proposed. The gross internal area (GIA) will be 91.08sqm. 2no. off-street parking spaces will be provided adjacent the principal elevation of the dwelling.

4.4 At No.2 Meadow Approach, the front part of the site adjacent to the public highway will be re-modelled so that 1no. off-street parking space will be provided to serve this dwelling. This retained dwelling comprises 3no. bedrooms.

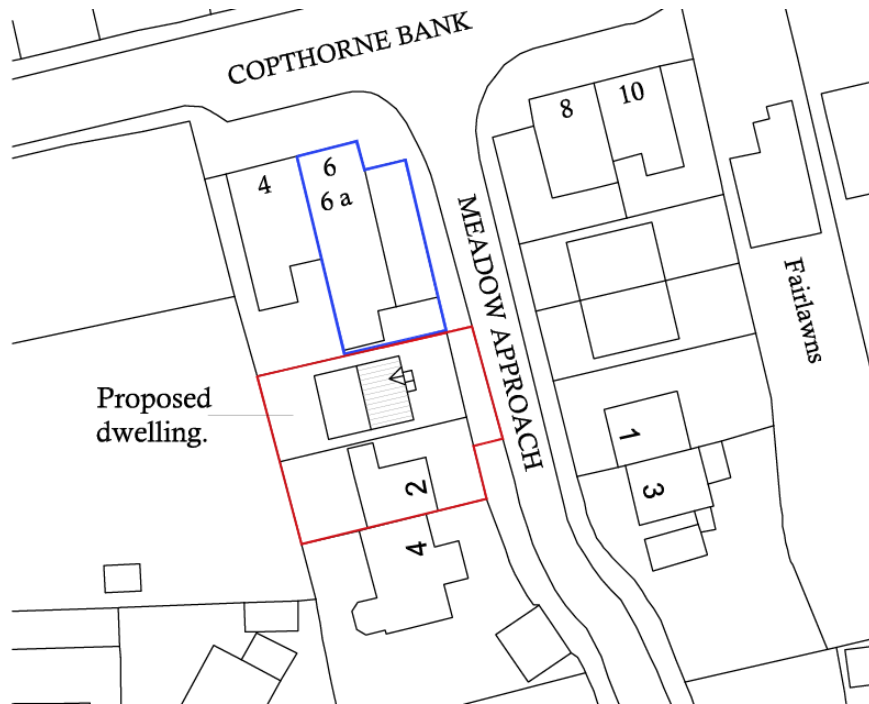


Figure 3: Block Plan (CE.RH.24/P/04).

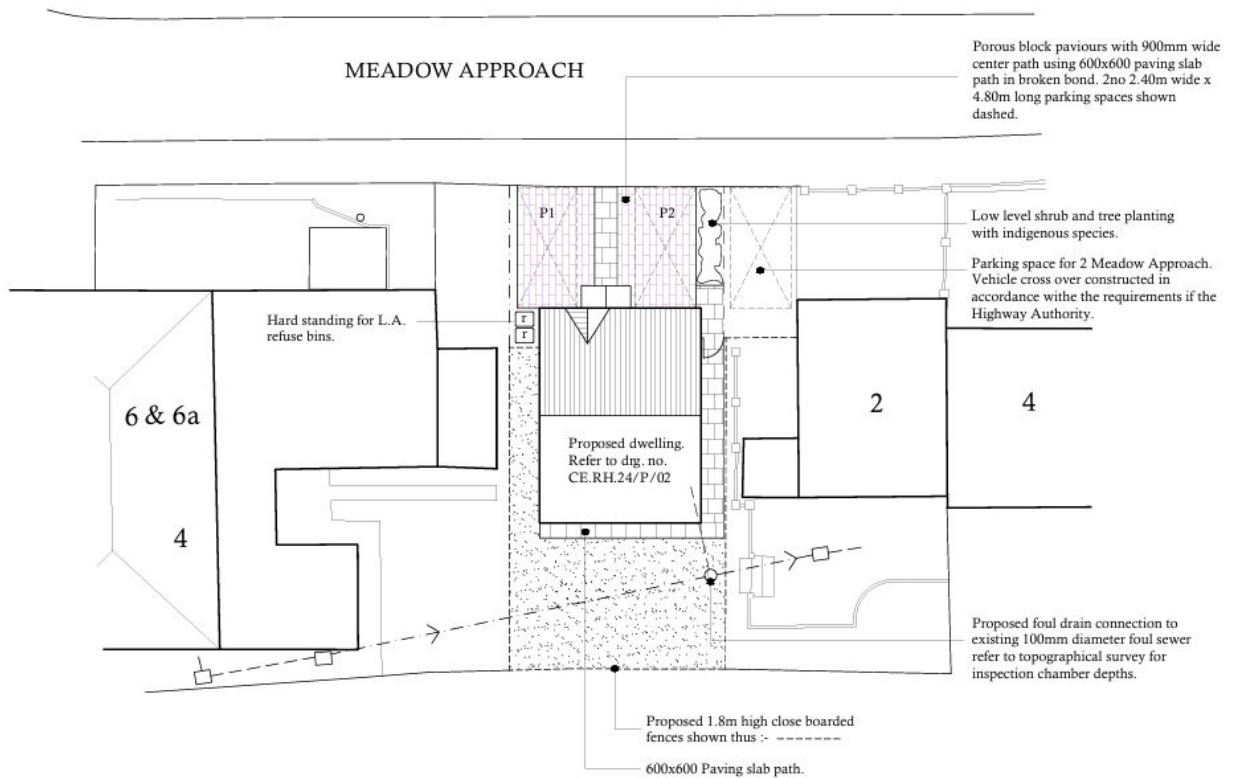


Figure 4: Proposed Site Layout Plan (CE.RH.24/P/01).

5.0 Planning Policy Context

- 5.1 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that, where the Development Plan contained relevant policies, an application for planning permission should be determined in accordance with the Development Plan, unless material considerations indicate otherwise.

The National Planning Policy Framework (NPPF) (December 2024)

- 5.2 The National Planning Policy Framework (NPPF) was initially published in March 2012, and has been revised during 2018, 2019, 2021, and 2023. The most recent iteration was published in December 2024, and the document sets out the government's planning policies for England and how these are expected to be applied.
- 5.3 The NPPF must be taken into account in preparing the Development Plan, and is a material consideration for planning decisions. Planning policies and decisions must also reflect relevant international obligations and statutory requirements.

Chapter 2 (Achieving sustainable development)

- 5.4 Paragraph 8 confirms that achieving sustainable development means that the planning system has three overarching objectives (economic, social and environmental), which are independent and need to be pursued in mutually supportive ways.
- 5.5 Paragraph 11 confirms that plans and decisions should apply a presumption in favour of sustainable development and decision-taking. This means:
- *“Approving development proposals that accord with an up-to-date development plan without delay; or*
 - *Where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:*

- *The application of policies in this framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or*
- *Any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this framework taken as a whole.”*

- 5.6 Prompt approval of those that accord with the Development Plan (unless material considerations indicate otherwise) equates to applying the presumption, without the need for any prior decision as to whether the proposal would be “*sustainable development*”.

Chapter 9 (Promoting sustainable transport)

- 5.7 Paragraph 116 confirms that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

Draft District Plan 2021-2039 (Regulation 19 Consultation)

- 5.8 MSDC are in the process of preparing their new District Plan 2021-2039 and this has reached Regulation 19 Consultation. A review of the draft planning policies reveal consistency with the existing and currently adopted District Plan 2014-2031 (March 2018).

District Plan 2014-2031 (March 2018)

- 5.9 The settlement hierarchy is referred to within Policy DP6. Copthorne is identified as a Category 2 settlement (i.e. one category below the Category 1 settlements of Burgess Hill, East Grinstead and Haywards Heath), and is defined as a larger village that acts as a Local Service Centre, providing key services in the rural area of Mid Sussex, with a good range of services and facilities, including employment opportunities and access to public transport.

Mid Sussex Local Plan (May 2004)

5.10 Policy H3 deals with infill residential development, and requires the following criteria are met for this form of development (inter alia):

- *“Includes a high-quality environment for prospective occupiers including appropriate landscaping and open space; the provision for car parking and vehicle manoeuvring does not significantly reduce garden areas, including front gardens, or adversely affect adjoining property.”*

5.11 Policy T4 deals with sustainability requirements and traffic generation, and requires new development proposals to not cause unacceptable impacts on the local environment in terms of road safety and increased traffic.

Copthorne Neighbourhood Plan 2021-2031 (June 2021)

5.12 The Copthorne Neighbourhood Plan was adopted in June 2021 and forms part of the local Development Plan. Policy CNP1 deals with general development requirements, and confirms that proposals will be supported where they sustain or reinforce the positive aspects that make up the individual character and distinctiveness of each Character Area, and proposals for new development should not cause unacceptable harm to the amenity of existing and future occupants, both on site and nearby.

5.13 Infill development within the defined Built-Up Area is dealt with in Policy CNP2. The policy confirms that proposals for redevelopment and infill development within the defined built-up area will be supported subject to the following criteria (inter alia):

- *“Suitable access and on-site parking are provided without causing unacceptable harm to neighbouring properties, pavements, pathways, footpaths, cycle paths, bridleways, established tracks, twittens, and other Rights of Way.”*

5.14 Policy CNP16 deals with car parking, and confirms that new development must include car parking spaces in accordance with the greater of:

- The latest WSCC guidance at the time the application is submitted, or
- Provision of on-plot/off-street car parking spaces in accordance with the following table:

Parking Survey
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with 2no. off-street parking spaces, plus provision of 1no. off-street parking space for
No.2 Meadow Approach
Council Ref: DM/25/1199

**Wilbury
Planning**

Number of Bedrooms	Number of parking spaces
1	2
2	2
3	3
4+	4

6.0 Parking and Highway Impact Assessment

6.1 The MSDC case officer's comments dated 15 August 2025 state the following:

- *"In terms of parking provision, CNP15 of the Copthorne Neighbourhood Plan outlines that a 3-bedroom dwelling (as per the proposed floor plans) should provide for 3 parking spaces (2.1 on the West Sussex Parking Standards).*
- *You stated within your correspondence of the 5th June that No.2 is a three-bedroom dwelling it would therefore require the same level of parking provision. Therefore, there is a shortfall of parking provision to both dwellings (No.2 and the proposed dwelling) which would likely exacerbate existing on-street parking issues." (our emphasis).*

6.2 Concern raised by the MSDC case officer is summarized that there is a shortfall of 3no. parking spaces (equating to 1no. parking space for the proposed dwelling, and 2no. parking spaces for the retained dwelling at 2 Meadow Approach), and this would contribute to existing on-street parking issues.

6.3 However, the WSCC Highway Authority comments dated 03 June 2025, and which are the statutory consultee in this matter consider that whilst it is anticipated that a degree of overspill parking may occur as a result of the proposed development, on street parking is an existing practice along Meadow Approach, and there are no known highways safety concerns with this practice.

6.4 The WSCC Highway Authority comments continue to confirm that, *"it is not considered that an additional dwelling...would cause a material change in the character of movements/parking in this location..." (our emphasis).* As such, these comments conclude that the proposed development would not have an unacceptable impact on highway safety or result in a severe cumulative impact on the operation of the highway network, meaning there is compliance at the national planning policy level at Paragraph 116 of the NPPF.

6.5 It is therefore clear that whilst the MSDC case officer has raised concerns in terms of parking provision in accordance with Policy CNP16 of the Copthorne NP, the pragmatic approach taken by WSCC Highway Authority is that there would not be a material change in the character of parking in this location. The WSCC Highway Authority comments also dispel the MSDC case officers concern regarding the likely

exacerbation of “*existing on-street parking issues*” whereby WSCC Highway Authority confirm that there are no existing on-street parking issues that are of material concern.

- 6.6 The Copthorne NP was adopted in February 2021, is approaching 5-years old and therefore will shortly be considered out-of-date for the purposes of decision making. The context of Policy CNP16 is also inconsistent with the more recently updated NPPF (published in December 2024). Paragraph 116 of the NPPF confirms that, *“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.”* (our emphasis).
- 6.7 Notwithstanding the proposed development that provides a shortfall of 3no. parking spaces within the context of Policy CNP16 of the Copthorne NP, the WSCC Highway Authority comments are clear that there would not be an unacceptable impact on highway safety, and the cumulative impacts on the road network would not be severe, whilst taking account future scenarios. In this case, the more recent national planning policy contained within the NPPF takes precedence over the out-of-date Copthorne NP which is inconsistent with the national planning policy position.
- 6.8 In terms of the content of Policy CNP16, it is unreasonable to assume that the occupants of a 3-bedroom dwelling (which in this case would be both the proposed dwelling and No.2 Meadow Approach) would each comprise ownership of 3no. vehicles respectively. This due to the location of the site being in such a highly sustainable location with excellent access to public transport routes and existing services and amenities which in turn reduces the reliance on the use of the private car by future occupants.
- 6.9 The sustainability of the site is consistent with Policy DP6 of the District Plan which confirms Copthorne is a Local Service Centre that provides *“key services...with a good range of services and facilities, including employment opportunities and access to public transport.”*
- 6.10 In summary, the proposed development will provide 3no. off-street parking spaces (which equates to a shortfall of 3no. parking spaces within the context of Policy CNP16 of the Copthorne NP). However, WSCC Highway Authority are supportive of the scheme insofar there would be no material change in the character of movements

or parking in this location and as such there is compliance with Paragraph 116 of the NPPF whereby the development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

Parking Survey Results

- 6.11 To demonstrate the conclusions of WSCC Highway Authority, and to confirm that there are no existing on-street parking issues as referred to by the MSDC case officer, a Parking Survey was undertaken on Friday 03 October 2025 and between 11.30am and 12.15pm.
- 6.12 The Parking Survey was used to count available on-street parking spaces. The Parking Survey Results are presented in the plan and photographs provided at **Appendix A.**
- 6.13 The survey reveals that 32no. parking spaces were available within a survey area comprising Meadow Approach, majority of The Meadow, majority of Copthorne Bank and majority of Roffey's Close. The provision of 32no. available parking spaces indicates that there is ample on street parking within the direct vicinity and no existing on-street parking issue as considered by the MSDC case officer.
- 6.14 The survey results also demonstrate that the 3no. parking space shortfall (within the context of Policy CNP16 of the Copthorne NP) would safely be accommodated by nearby streets, with a significant amount of spare capacity available.

7.0 Conclusion

7.1 This Parking Survey accompanies a full planning application for the following description of development:

- *“Proposed demolition of 2no. garages and erection of a single dwelling (Class C3) with 2no. off-street parking spaces, plus provision of 1no. off-street parking space for No.2 Meadow Approach.”*

7.2 The site is Land Adjacent to No.2 Meadow Approach, Copthorne, West Sussex RH10 3RF, and the application is made to Mid Sussex District Council on behalf of the applicant, Mr R. Hewitt.

7.3 We trust this Parking Survey will be duly taken into account by MSDC as part of the continued assessment of the application.

Appendix A

Parking Survey Results



Key:

- **Red Star**- Land Adjacent to No.2 Meadow Approach
- **Red dots**- Available parking spaces within immediate locality

















