

DESIGN AND ACCESS STATEMENT

Retrospective Application for Conversion of Integral garage/ store to additional Office Space at: 91-93 Lingfield Road, East Grinstead, RH19 3EL
For Sams Gutters and Roofing Ltd.

1. Introduction.

This design & Access Statement supports a retrospective planning application for the conversion of a redundant integral garage store at 91-93, Lingfield Road, East Grinstead RH19 2EL into additional office accommodation serving the existing commercial use of the premises.

The works have already been carried out and involve very minor internal; alteration and modest external modification to provide functional workspace to support the operational requirements of the business. The development does not change the primary commercial use of the building and does not introduce and significant impacts.

2. Site and Surrounding Context

91-93, Lingfield Road is located on the northern edge of East Grinstead, within an established mix-use corridor of commercial premises, small businesses, and residential properties.

Lingfield Road (B2028) provides direct access to East Grinstead town centre to the south and Lingfield to the north.

The building comprises a two-storey commercial property with an integral ground-floor garage/store. Previously used for ancillary storage, The site benefits from an existing frontage to Dormans Park Road and direct access onto Lingfield Road, where there is established vehicular parking areas.

The surrounding area includes:

- Commercial offices and small trade premises
- Residential properties along the B2028 and off Dormans Park Road cul-de-sac
- Good access to bus routes and wider highway networks

The site is not within a conservation area and does not involve a listed building.

3. Description of Development

The proposal comprises the conversion of the integral garage/store into office space integrated with the existing commercial accommodation. The works include

- Removal of the timber bi-fold garage doors and installation of sympathetic frontage with brick plinth and timber cladding incorporating new office window.
- Internal fit-out including installation, flooring, data cabling, heating and electrical upgrades,
- No extension to the building footprint
- No intensification of use beyond normal office activity

The project brings underused ancillary are into productive use to meet the operational demands of the business.

4. Design Considerations

4.1 The new office area is connected internally to the existing accommodation, allowing seamless workflow and improved circulation. No external pathways or access arrangements are altered.

4.2 Scale and Appearance

Only modest external changes have been made

- The replacement frontage sits within the existing garage doors
- No changes to height, massing or built form.

The visual impact of Lingfield road and Dormans Park Road are minimal, retaining then character of the exiting premises.

4.3 Materials

Materials include:

- Matching bricks to plinth
- Powder coated double glazed windows in a neutral modern colour
- Internal finishes typical of modern commercial premises

5. Access

5.1 Vehicular Access and Parking

The existing parking is on-street parking available in Lingfield Road and Dormas Park Road.

The conversion works will result in no material loss of operation parking.

5.2 Pedestrian Access

Pedestrian access remains via the established entrance from the south side of the building fronting Dormas Park Road.

The converted space will not have any effect on that situation

5.3 The premises is located on a bus route providing employees ease of transport to the property.

6. Impact on neighbouring Properties.

The development has no adverse effect on surrounding properties:

Specifically:

- No overlooking or loss of privacy
- No overshadowing or change of massing
- No increase of noise or disturbance beyond normal office use
- No change of hours of operation.

The character of activity at the site remains entirely appropriate to its location.

7. Sustainability

The conversion improves the buildings energy efficiency by incorporating:

- Upgraded insulation.
- Efficient electrical heating and LED lighting
- Re-use of existing built structure, reducing waste and embodied carbon

No additional land take or external works were required.

8. Planning Policy Considerations.

The proposal has been assessed against the Mid Sussex District Plan 2014-2031, which is the adopted Local Plan for the district, and the principal basis for determining planning applications. The Plan sets out the Council's Vision, Objectives and Strategy, and includes policies relating to employment land, design, environment, transport and infrastructure needs across the district.

Efficient use of Existing buildings / employment premises

The conversion re-uses existing floor space within a commercial building in a sustainable manner. Consistent with the Local Plan objectives for supporting employment land, economic activity and local business needs.

Policies relating to employment land and supporting local business need are explicitly part of the District Plan.

9. Conclusion

The retrospective conversion of the integral garage/store at 91-93 Lingfield Road into office accommodation represents a modest and well-integrated enhancement to the existing commercial premises. The works are:

- Improve the operational efficiency of the business
- Does not harm the character and appearance of the area
- Does not adversely affect neighbouring properties
- Complies with key planning objectives at National and Local level

The application is therefore considered acceptable and worthy of approval.

Les Humphrey Associates

09/03/2026