

**WEST SUSSEX COUNTY COUNCIL  
PLANNING SERVICES DIVISION: SECTION 106 CONSULTATION RESPONSE**

**DATE: 23<sup>rd</sup> December 2025**

**FROM: Naomi Hoyland**

**DISTRICT COUNCIL: Mid Sussex**

**Application Number: DM/25/3021**

**The Provision of Service Infrastructure Related to: Land to the West of Courthouse Farm, Copthorne Common, Copthorne, West Sussex**

**Planning Application details: 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 Copthorne Common Road**

**S106 Contributions Sought**

Education

Libraries

Total Access Demand

Without prejudice to the informal representations of the County Council in respect of the above planning proposal, I am writing to advise you as to the likely requirements for contributions towards the provision of additional County Council service infrastructure, other than highways and public transport that would arise in relation to the proposed development.

The CIL Regulations 2010 (as amended by the CIL amendment Regulations 2019) came into force on 1<sup>st</sup> September 2019 and clarify that an authority collecting contributions through the use of S106 agreements may now lawfully charge a fee for monitoring the planning obligations they contain. From 1<sup>st</sup> April 2025 West Sussex County Council will increase the S106 monitoring fee to £270 per trigger, per year of monitoring. Financial triggers are monitored for an average of three years and will therefore produce a fee of £810 per trigger, with non-financial triggers taking around six years to fulfil and therefore costing £1620.

The proposal falls within the Mid Sussex District and the contributions comply with the provisions of Mid Sussex District Local Development Framework Supplementary Planning Document- Development Infrastructure and Contributions July 2018.

The planning obligation formulae below are understood to accord with the Secretary of State's policy tests outlined in the *National Planning Policy Framework, 2019*.

The advice is as follows:

**1. School Infrastructure Contribution**

1.1 The Director for Children and Young People's Services advises that it appears that at present primary/secondary/further secondary schools within the catchment area of the proposal currently would not have spare capacity and would not be able to accommodate the children generated by the assumed potential residential development from this proposal. Accordingly, contributions would need to be requested. However, the situation will be monitored and further advice on all of the main education sectors, (i.e. Primary/Secondary/Further Secondary) should be sought if this planning application is to be progressed.

1.2 Financial Contribution

The financial contribution sought by the County Council would be based on: the estimated additional population that would be generated by the proposed development, reduced to reflect any affordable dwellings (by which we mean Social Rented dwellings, but NOT Shared Equity, Intermediate or Key Worker status dwellings) for occupation by persons already residing in the education catchment area; the County Council's adopted floorspace standard for education provision; and the estimated costs of providing additional education floorspace. As the housing mix is not known at this stage, I propose the insertion of a formula into any legal Agreement in order that the school infrastructure contribution may be calculated at a later date. The formula should read as follows:

The Owner and the Developer covenant with the County Council that upon Commencement of Development the Owner and/or the Developer shall pay to the County Council the School Infrastructure Contribution as calculated by the County Council in accordance with the following formula:-

(Cost Multiplier (Primary) x TPR = Primary Education Contribution) + (Cost Multiplier (Secondary) x TPR = Secondary Education Contribution) + (Cost Multiplier (Further Secondary) x TPR = Further Secondary Education Contribution)  
= Education Contribution where:

Note: x = "multiplied by ..."

Cost Multiplier = For allocated sites means Faithful and Gould costs produced in 'Developer Contributions Exercise Order of Estimates – Education Infrastructure', December 2021 (Rev 1).

For Windfall Sites means Department for Education (DfE) scorecard figures

Total Places Required (number of school places the Development will generate)  
= Average Child Product (ACP) x Year Groups

ACP = The estimated additional number of school age children likely to be generated by the Development calculated by reference to the total number of Housing Units/Dwellings, less any allowance for affordable dwellings (which for Mid Sussex District is 33% for social rented/affordable rent but for all other forms of affordable tenure no discount is applied], as approved by a subsequent reserved matters planning application. WSCC use the latest published county wide occupancy rates from the census statistics published by the Office for National Statistics. The current occupancy rates are given below as a guideline only:

Dwelling Size	Occupancy	
	House	Flat
1 bed	= 1.4	1.3
2 bed	= 1.9	2.0
3 bed	= 2.5	2.6
4+ bed	= 3.0	2.5

To determine an overall population increase the following factors are applied.

There are 13 persons per 1000 population in each school year group for houses and 8 persons per 1000 population in each school year group for flats (2021 Census data).

Year Groups = There are 7 year groups for Primary (years R to 6) and 5 for Secondary (years 7 to 11). For Sixth Form there are two year groups (years 12 and 13) but a factor of 0.54 is applied to the TPR figure as this is the average percentage of year 11 school leavers who continue into Sixth Form education in West Sussex.

- 1.3 The primary education contributions generated by this proposal shall be spent on additional facilities at Fairway Infant School and/or Copthorne CofE Junior School, or another primary school in the planning area of East Grinstead should this be more suitable at the time that the contribution is made.
- 1.4 The secondary education contributions generated by this proposal shall be spent on additional facilities at Imberhorne School, or another secondary school in the planning area of East Grinstead should this be more suitable at the time that the contribution is made.
- 1.5 The further secondary education contributions generated by this proposal shall be spent on additional facilities at Imberhorne School Sixth Form, or another sixth form facility in the planning area of East Grinstead should this be more suitable at the time that the contribution is made.

## **2. Library Infrastructure Contribution**

- 2.1 The County Librarian advises that the proposed development would be within the area served by East Grinstead Library and that the library would not currently be able to adequately serve the additional needs that the development would generate.

However, a scheme is approved to provide additional floorspace at the library. In the circumstances, a financial contribution towards the approved scheme would be required in respect of the extra demands for library services that would be generated by the proposed development.

### **2.2 Financial Contribution**

The financial contribution sought by the County Council would be based on: the estimated additional population that would be generated by the proposed development; the County Council's adopted floorspace standard for library provision; and the estimated costs of providing additional library floorspace. As the housing mix is not known at this stage, I propose the insertion of a formula into any legal Agreement in order that the library contribution may be calculated at a later date. The formula should read as follows:

The Owner and the Developer covenant with the County Council that upon Commencement of Development the Owner and/or the Developer shall pay to the County Council the Libraries Infrastructure Contribution as calculated by the County Council in accordance with the following formula:-

$L \times AP = \text{Libraries Infrastructure Contribution where:}$

Note: x = multiplied by.

AP (Additional Persons) = The estimated number of additional persons generated by the Development calculated by reference to the total number of Housing Units/Dwellings, as approved by a subsequent reserve matters planning application. Using the latest published occupancy rates from census statistics published by the Office for National Statistics with the current occupancy rates given as a guideline:

Dwelling Size	=	Occupancy	
		House	Flat
1 bed	=	1.4	1.3

2 bed	=	1.9	2.0
3 bed	=	2.5	2.6
4+ bed	=	3.0	2.5

L = Extra library space in sqm. per 1,000 population x the library cost multiplier (which currently for the financial year 2025/2026 are [30/35 sq.m] and £6,621 per sqm respectively).

2.3 The contribution generated by this proposal shall be spent on providing additional facilities at East Grinstead Library.

### **3. Transport (TAD) Contribution**

3.1 The Total Access Demand Contribution will be calculated by the County Council in accordance with the following formula:

Total Access Demand Contribution = Sustainable Access Contribution + Infrastructure Contribution, where:

Sustainable Access Contribution = (C – D) x E, where:

C (Total Access) = (A (number of dwellings) x B (Occupancy per dwelling)) using the latest published occupancy rates from census statistics published by the Office for National Statistics with the current occupancy rates given as a guideline:

Dwelling Size		Occupancy	
		House	Flat
1 bed	=	1.4	1.3
2 bed	=	1.9	2.0
3 bed	=	2.5	2.6
4+ bed	=	3.0	2.5

D = Parking Spaces provided by the residential development element of the Proposed Development

E = Standard multiplier of £864

Infrastructure Contribution = D x F, where:

D = Parking Spaces provided by the residential development element of the Proposed Development

F = Standard multiplier of £1,730

3.2 The contribution generated by this proposal shall be spent on the A22/A264 Transport Corridor Improvements.

### **General points**

Please ensure that the applicants and their agents are advised that any alteration to the housing mix, either size, nature or tenure, may generate a different population and require re-assessment of contributions. Such re-assessment should be sought as soon as the housing mix is known and not be left until signing of the section 106 Agreement is imminent.

It should be noted that the figures quoted in this letter are based on current information and will be adhered to for 3 months. Thereafter, if they are not consolidated in a signed S106 agreement they will be subject to revision as necessary to reflect the latest information as to cost and need.

Review of the contribution towards the provision of additional County Council services should be by reference to an appropriate index, preferably RICS BCIS All-In TPI. This figure is subject to annual review.

All contributions will be index linked from the date of this consultation response to the date the contributions become due.

Appropriate occupancy rates using the latest available Census data will be used.

Should you require further general information or assistance in relation to the requirements for contributions towards the provision of County Council service infrastructure please contact, in the first instance, the Planning Applications Team officer, named above.

Where the developer intends to keep some of the estate roads private we will require provisions in any s106 agreement to ensure that they are properly built, never offered for adoption and that a certificate from a suitably qualified professional is provided confirming their construction standard.

Any payment required for a Traffic Regulation Order (TRO) in respect of the proposed development is due either on the commencement of development or receipt of a TRO application to the County Council, whichever is the earlier.

Where land is to be transferred to the County Council as part of the development (e.g. a school site) that we will require the developer to provide CAD drawings of the site to aid design/layout and to ensure that there is no accidental encroachment by either the developer or WSCC.

cc: Peter Sugden/Russell Allen, WSCC Library Services (via email),  
Vanessa Cummins, WSCC Children and Young People's Services (via email),