

1810-17/SMK/00
06 July 2026

Jamie Brown
West Sussex County Council
Ground Floor Northleigh,
County Hall,
Chichester,
PO19 1QT

1 Giltspur Street
London
EC1A 9DD

020 7119 1155
london@tpa.uk.com
www.tpa.uk.com

Sent by e-mail to: jamie.brown@westsussex.gov.uk

Dear Jamie

**Option Two Development Limited
Courthouse Farm, Copthorne Common - Planning Application reference DM/25/3020
Departure from Requirement**

Thank you for your e-mail of 26 June setting out further requirements to enable you to respond positively to the planning application (reference DM/25/3020) seeking additional information. I understand the below requirements relate to the departure from Requirements application made in response to the Stage 1 Road Safety Audit.

For context, a preliminary access design was submitted as part of the planning application which included a new pedestrian crossing adjacent to the new site access. This design was subject to a Stage 1 Road Safety Audit that found one problem with the design, namely:

"It was observed during the site visit that both vehicle speeds and flows are relatively high at times on this stretch of the A264. This is also reflected in the ATC data provided. This could make it difficult for pedestrians to cross two opposing lanes of traffic in a single movement, which could heighten their risk of being struck by a passing vehicle. A retirement village development may also mean that a higher proportion of users could have limited mobility and will need more time to cross."

The recommendation was that:

"It is recommended that the proposal to provide an uncontrolled crossing point at this location is reviewed. The review could include a crossing difficulty assessment and other factors covered in Chapter 6 of the Traffic Signs Manual. Depending on the findings, it may be appropriate to omit the uncontrolled crossing point and encourage pedestrians to make use of the signal-controlled crossing to the west."

The resultant Designer's Response highlighted that we consider the crossing point should be retained and that, if the Overseeing Organisation desired it, a refuse island could be included within the design at the Technical Approval stage.

1810-17/SMK/00

06 July 2026

Subsequently West Sussex County Council requested the preliminary design be updated to include a refuge island and that a Departure from Requirements form was completed.

The latest response requests the following additional information.

1. *"Designers must also provide an adequate offset between the lane lines and the island kerbs – ideally 300mm in accordance with TSM5 figure 2-12.*
2. *The refuge island to be in accordance with the WSCC Standard Construction Drawing No. S278/38/19 (https://www.westsussex.gov.uk/media/20655/standard_construction_details_res.pdf). i.e. the islands will need to carry reflective self-righting keep left bollards (mounted no more than 500mm from the left hand kerb face on approach), along with high level (24v) internally illuminated keep left signs mounted on a passively safe refuge beacon post with a post-top globe light. The mounting height of the internally illuminated keep left signs shall be in excess of 1800mm above the adjacent road level to comply with passively safe design standards. These signs are available at a maximum size of 600mm, which will probably need to be mentioned in the DFS application because I think that TSM3 commends a 750mm diameter sign at this speed. The default mounting height for the globe light shall be 3.8m unless there is a need to raise it up to ensure it is visible for DMRB SSD on approach.*
3. *The island kerbs shall be 75mm upstand splay kerbs in accordance with TSM5 para 2.8.2.*
4. *As the scheme with a pedestrian refuge island was not included in the RSA1, the scheme should then be subject to a supplemental road safety audit (after including the above comments), which would address such things as the impact on overtaking vehicles and whether to use arrows to diagram 1014 on approach, and the implications of vehicles turning right within the hatched area including whether to omit the diagonal hatch at this location."*

As discussed, we consider items 1, 2, and 3 to be Detailed Design matters which can be picked up through the Technical Approval process rather than requiring alterations to the preliminary design.

Notwithstanding this, the preliminary design has been revised to include 300mm offsets between the lane lining and the proposed refuge island in accordance with point 1. Items 2 and 3 have been included as notes that will be picked up through the detailed design.

With regards to item 4, we note that the inclusion of a refuge island is in accordance with the West Sussex County Council request following the Stage 1 Road Safety Audit. In this context we do not consider a new Stage 1 Road Safety Audit is necessary at this stage. Should it be required a combined Stage 1 & 2 Road Safety Audit could be sought at detailed design instead of a Stage 2 Road Safety Audit.

We consider that the pedestrian crossing should ideally be retained within the proposed design if possible, however should this position not be considered acceptable to the Highway Authority then, referring back to the Stage 1 Road Safety Audit, the fallback position would be to remove the pedestrian crossing from the scheme at Technical Approval.

1810-17/SMK/00
06 July 2026

In the context of the above and the attached plan we do not consider this to constitute a valid reason for refusal.

Yours sincerely



Stephen Kemp
Associate

Enclosed:

TPA drawing 1810-17 PL02B
TPA drawing 1810-017 SP07A
TPA drawing 1810-017 SP06B
TPA drawing 1810-017 SP04B
TPA drawing 1810-017 SP02B

SIMPLE PRIORITY JUNCTION ARRANGEMENT

Reproduced from Ordnance Survey Superplan Data with the permission of The Controller of His Majesty's Stationary Office. Crown Copyright - Licence No. AL100034021

- NOTES:
- Based on Topographical Survey;
 - Highway Boundary Data based on PDF "Highways search Courthouse Farm Copthorne Common Road Copthorne" dated 17th October 2018;
 - Red Line based on OS Red Line Plan dated 14th November 2018;
 - Refuge islands to be fitted with reflective self-righting illuminated Keep Left bollards/signs on passively safe beacon posts with post-top globe lights;
 - Subject to tree survey to determine Root Protection Areas;
 - Subject to detailed design; and
 - Subject to a Stage 1/2 Road Safety Audit.

- Highway Boundary
- Site Boundary
- Existing White Lining
- Indicative Kerbline
- Indicative Dropped Kerb
- Indicative White Lining
- Indicative Footway Edging
- 4.5m x 160m Visibility Splay
- 160m Forward Visibility
- Indicative Footway
- Indicative Verge
- Indicative Tactile Paving
- Illuminated Bollards
- Point of Visibility

- References:
- Visibility splay based on DMRB CD109, Table 2.10;
 - Tapers designed to Traffic Signs Manual, Chapter 5, Table 2.7; and
 - Site access form based on swept path analysis of a West Sussex RCV.

B	01/07/26	Revision in Response to WSCC Comments	WAJ	SMK	SMK
A	11/05/26	Updated to Include Refuge Island	WAJ	SMK	SMK
Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol
Cambridge
London
Norwich
Welwyn Garden City



1 Giltspur Street
London
EC1A 9DD
020 7119 1155
www.tpa.uk.com

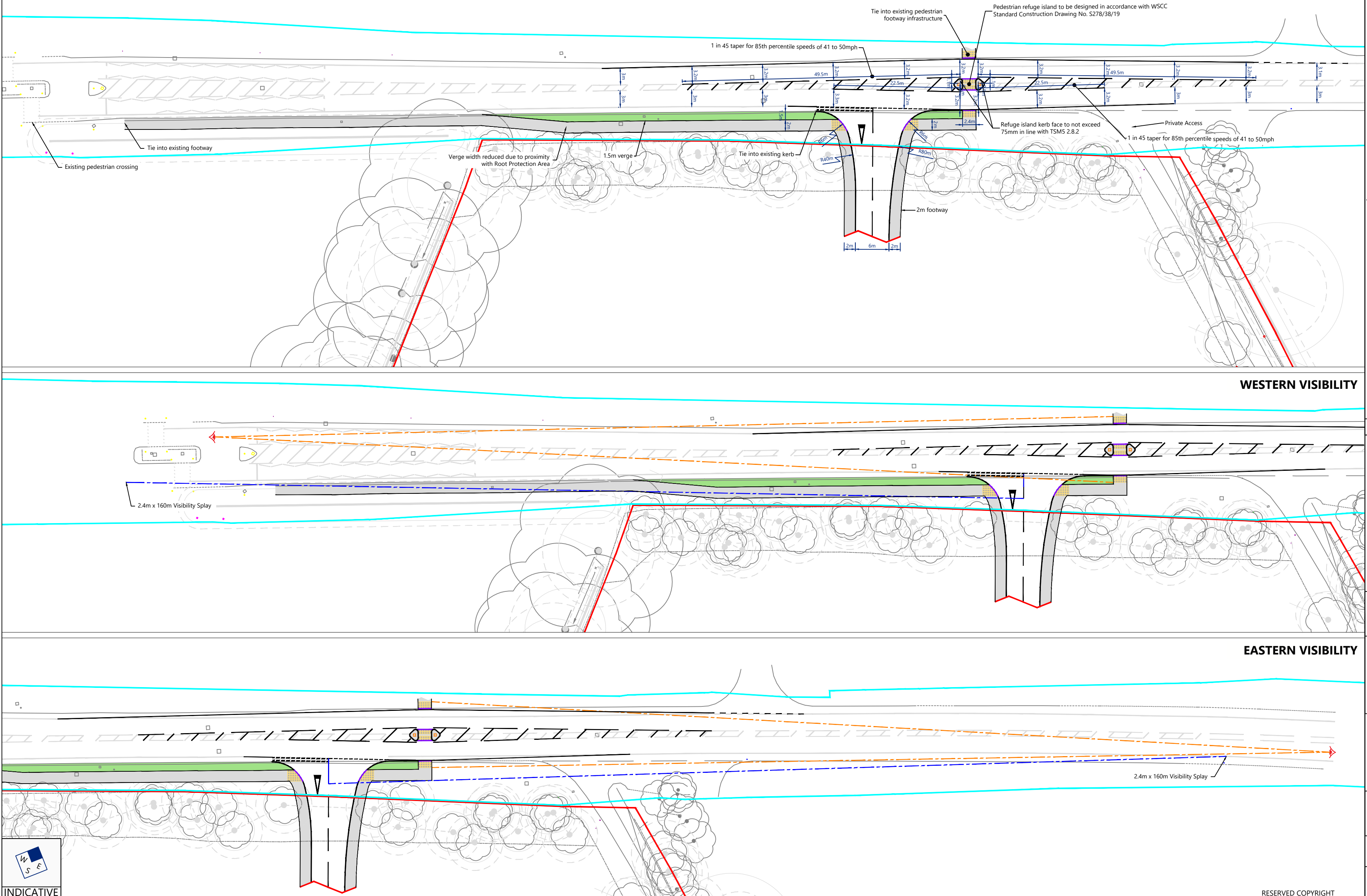
CLIENT:
OPTION TWO DEVELOPMENT LTD

PROJECT:
COPTHORNE COMMON ROAD, COPTHORNE, WEST SUSSEX

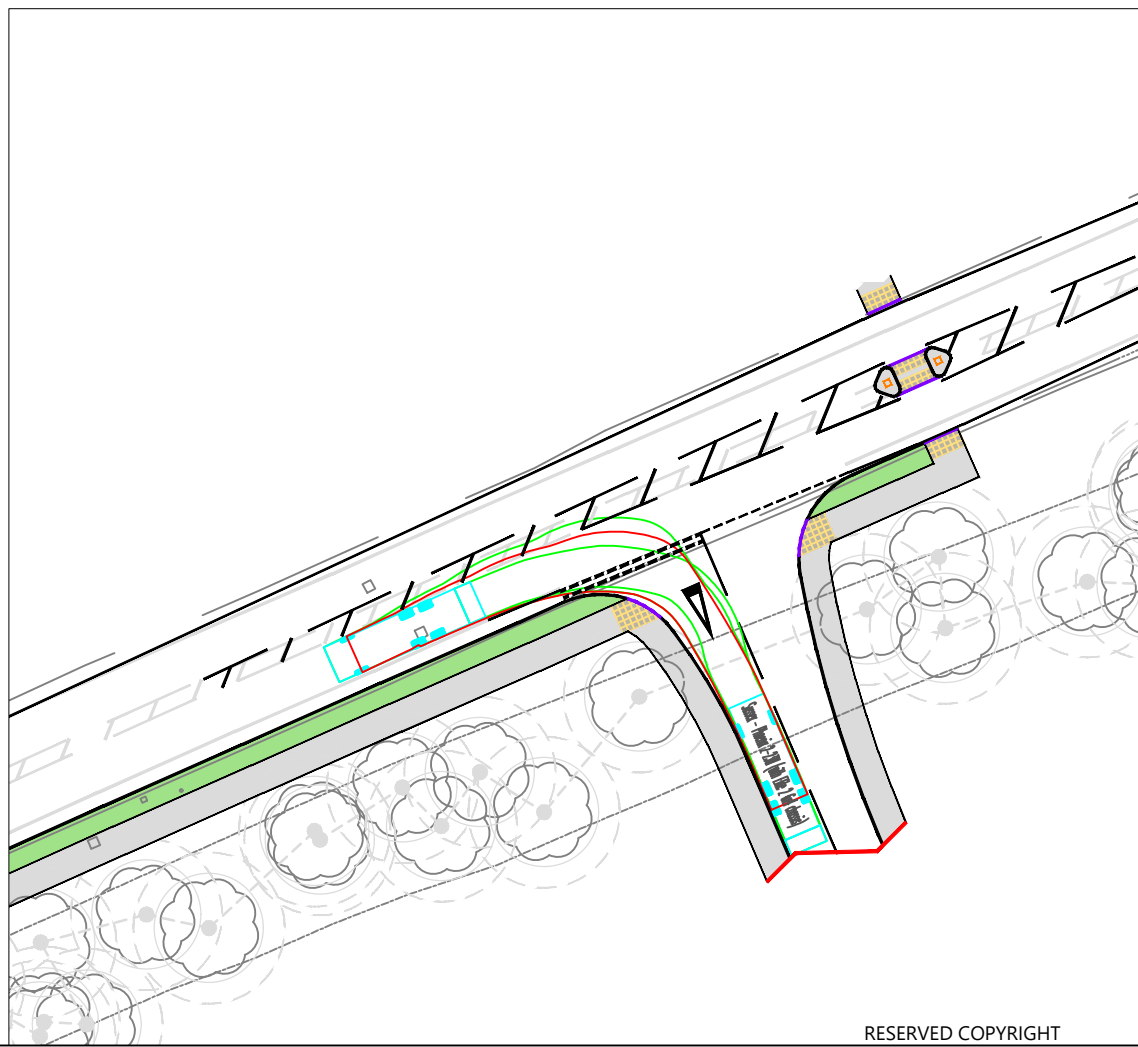
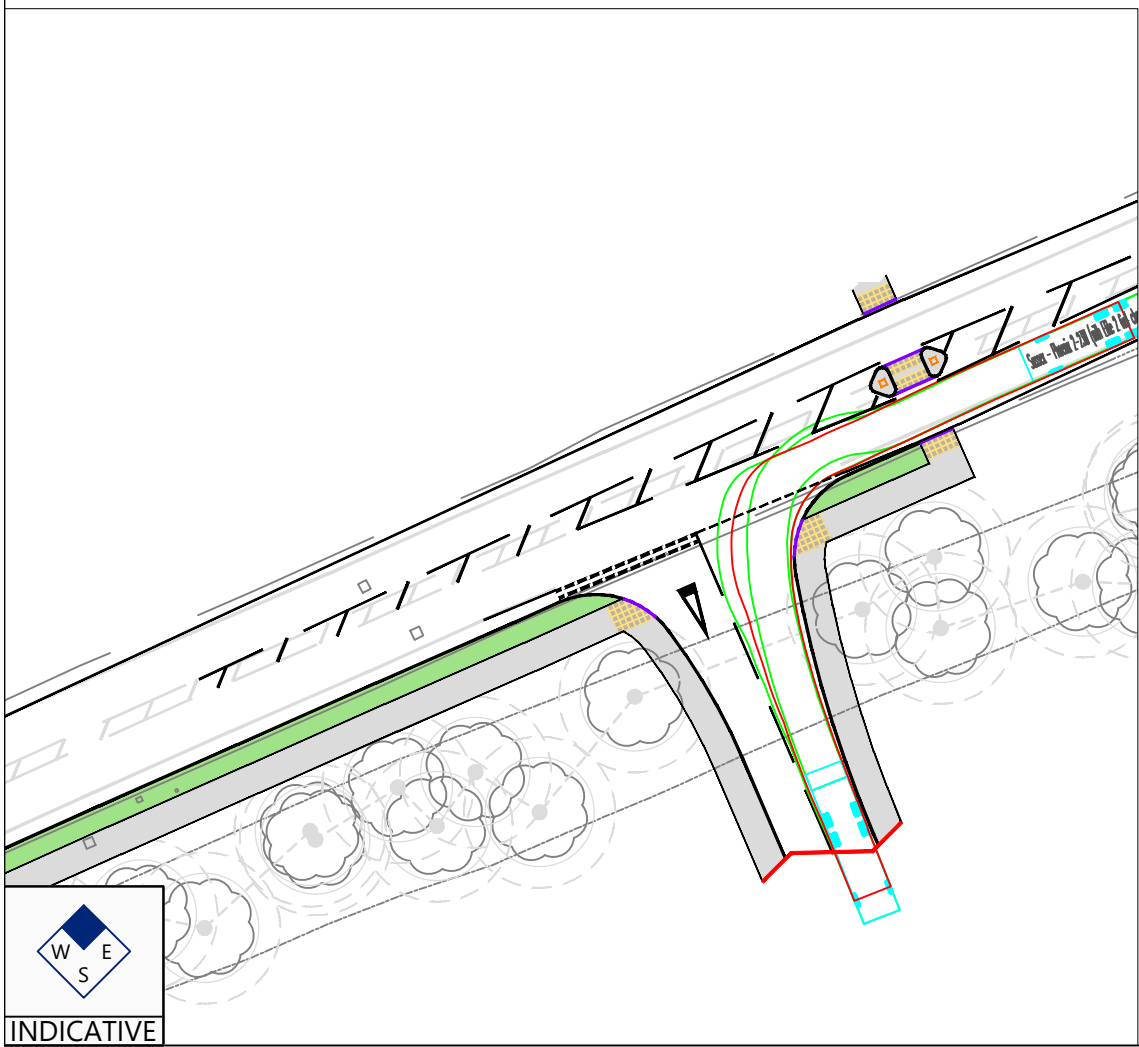
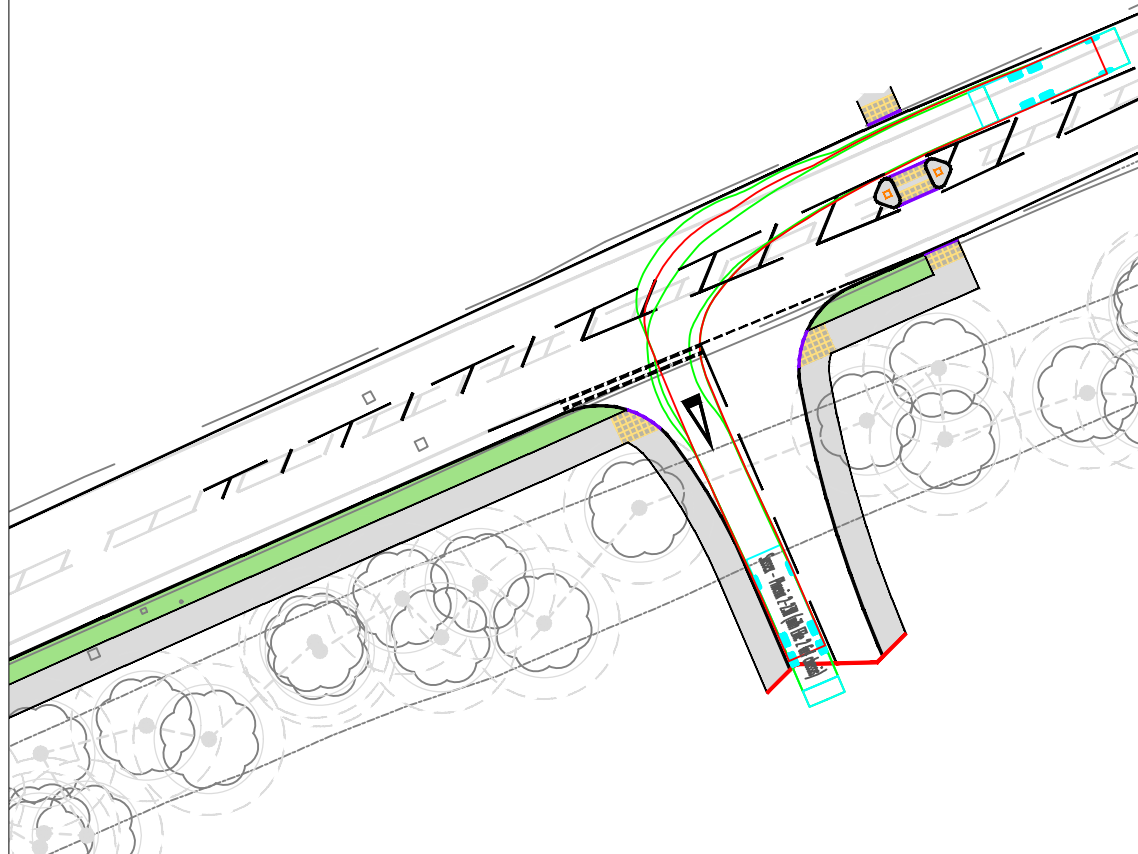
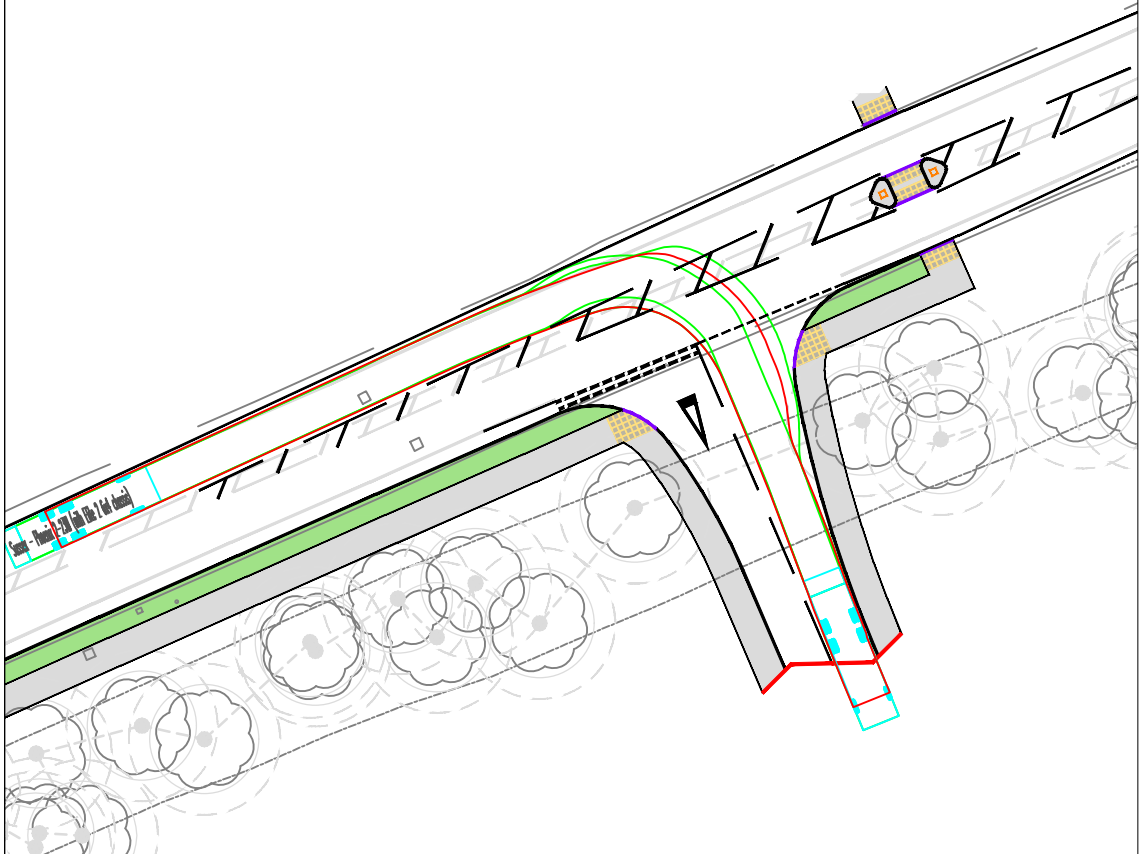
TITLE:
PROPOSED RETIREMENT VILLAGE ACCESS ARRANGEMENT

STATUS:
FOR INFORMATION

SCALE: 1:500	DATE: 09/09/25	DRAWN: LS	CHECKED: SMK	APPROVED: SMK
JOB NO: 1810-17	DRAWING NO: PL02	REVISION: B		

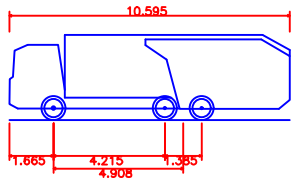


A3
ORIGINAL
PLOT SIZE



Reproduced from Ordnance Survey Superplan Data with the permission of The Controller of His Majesty's Stationery Office. Crown Copyright - Licence No. AL100034021

NOTES:



Sussex – Phoenix 2–23W (with Elite 2 6x4 chassis)
Overall Length 10.595m
Overall Width 2.530m
Overall Body Height 3.223m
Min Body Ground Clearance 0.428m
Track Width 2.600m
Lock to lock time 4.00s
Kerb to Kerb Turning Radius 9.250m

B	01/07/26	Revision in Response to WSCC Comments	WAJ	SMK	SMK
A	11/05/26	Updated to Include Refuge Island	WAJ	SMK	SMK
Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol
Cambridge
London
Norwich
Welwyn Garden City



1 Giltspur Street
London
EC1A 9DD
020 7119 1155
www.tpa.uk.com

CLIENT:

OPTION TWO DEVELOPMENT LTD

PROJECT:

COPTHORNE COMMON
ROAD, COPTHORNE,
WEST SUSSEX

TITLE:

PROPOSED ACCESS -
SWEEP PATH ANALYSIS OF A
REFUSE VEHICLE

STATUS:

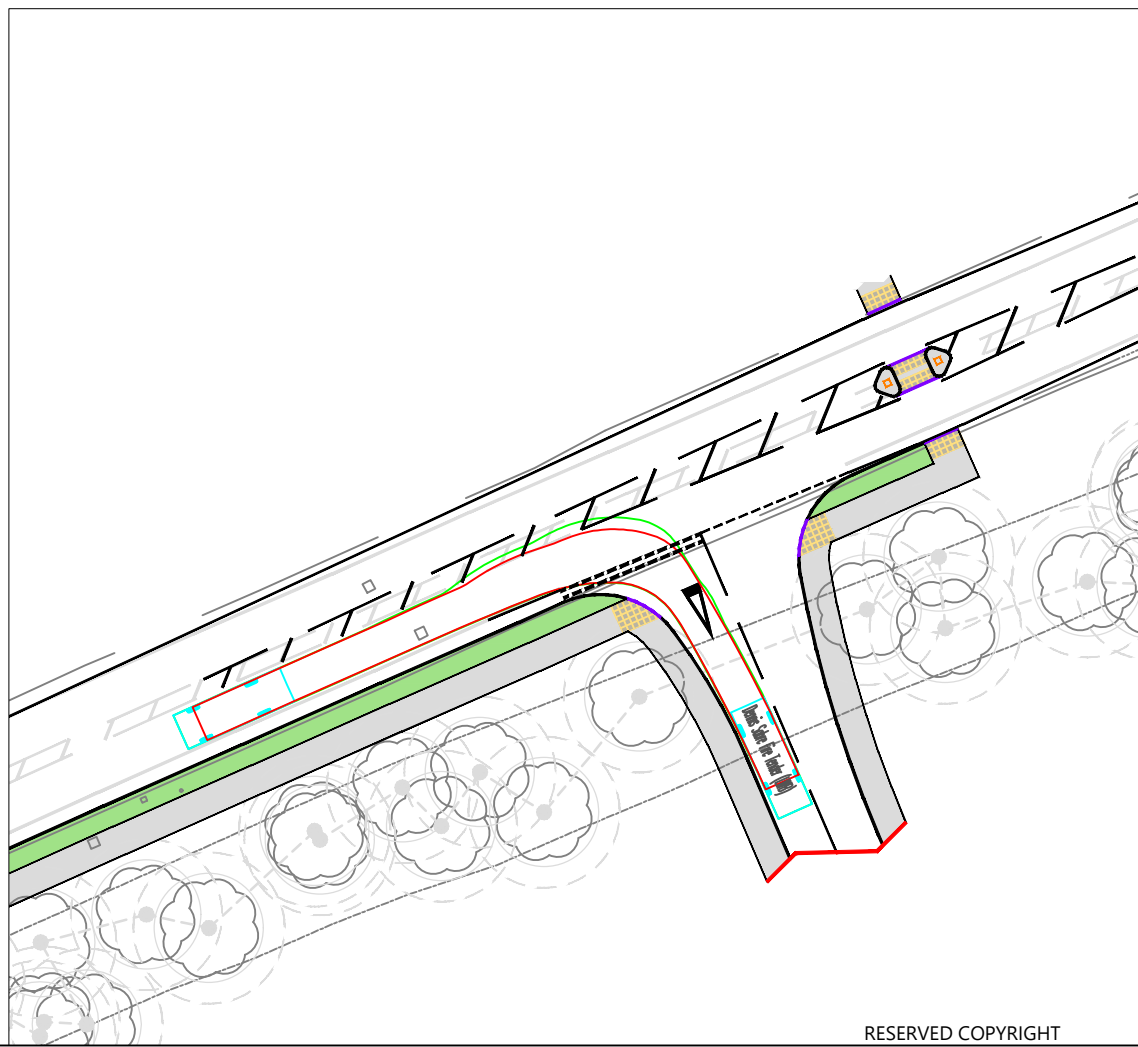
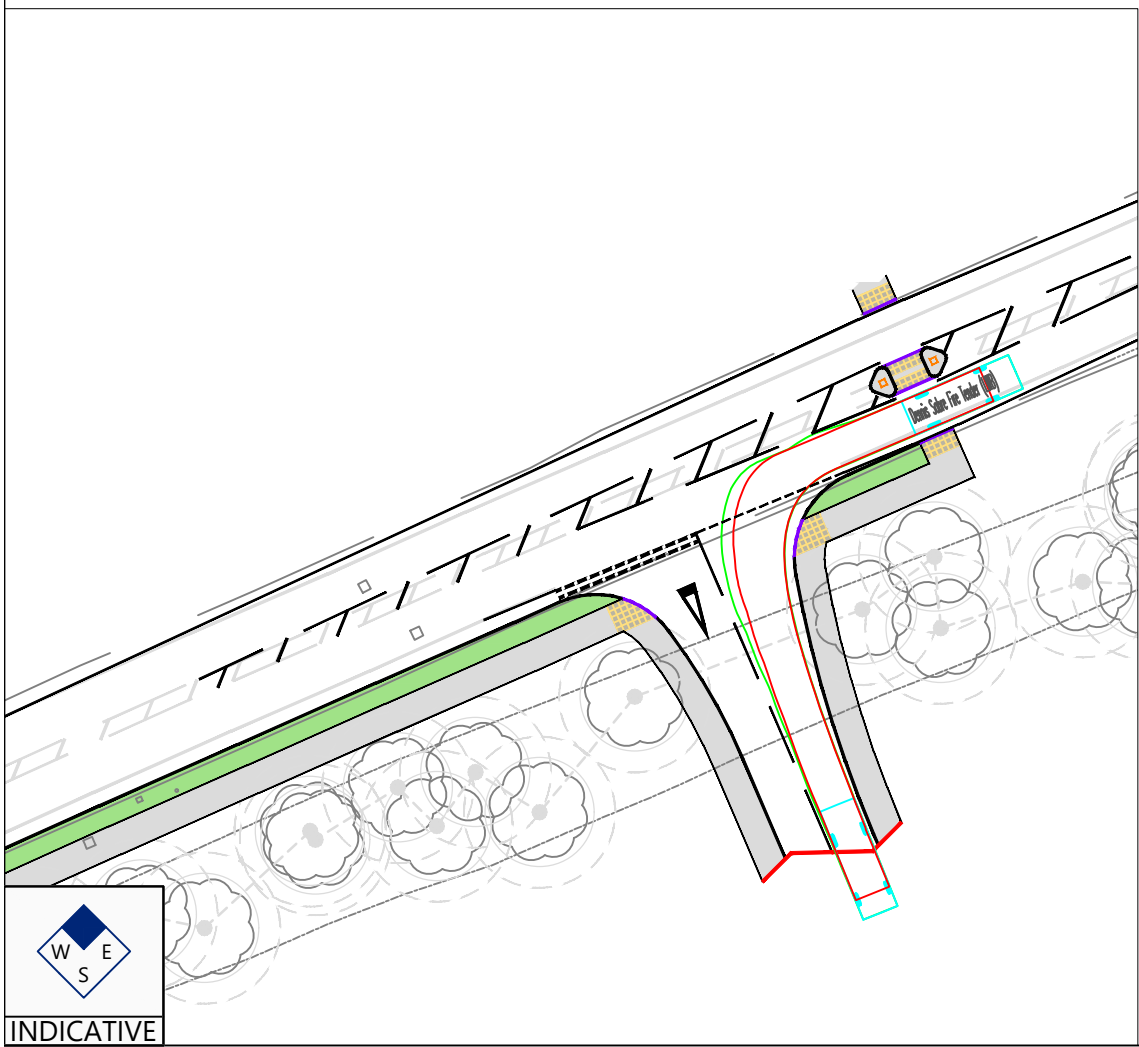
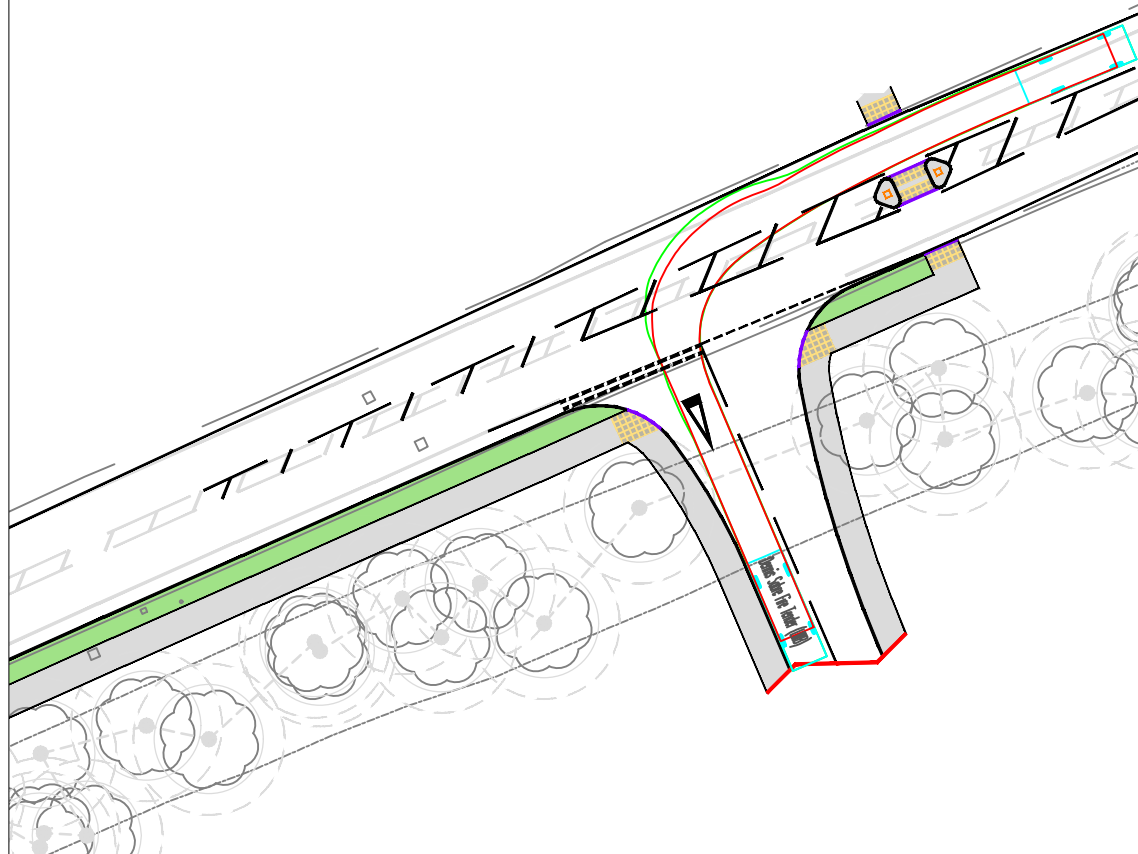
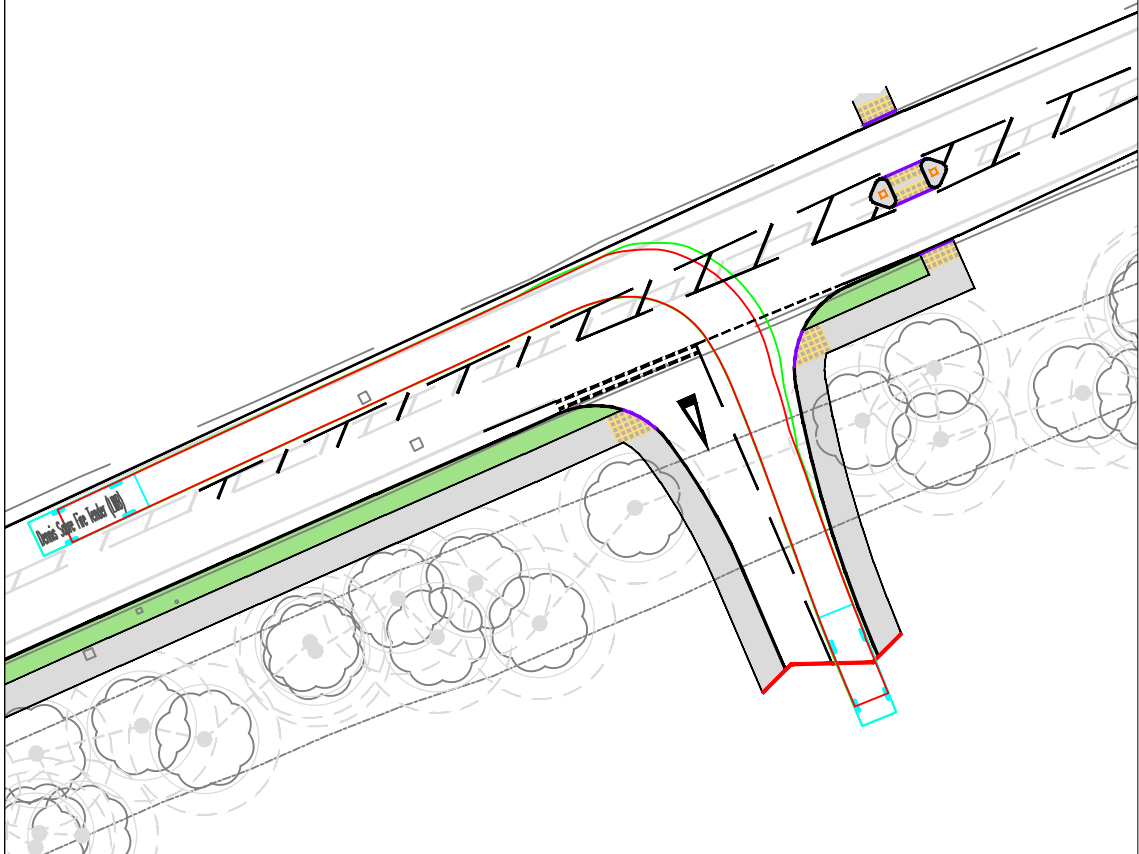
FOR INFORMATION

SCALE: 1:500	DATE: 29/07/25	DRAWN: SMK	CHECKED: TS	APPROVED: SMK
JOB NO: 1810-17	DRAWING NO: SP02	REVISION: B		



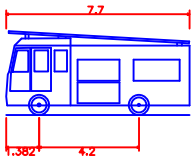
RESERVED COPYRIGHT

A3
ORIGINAL
PLOT SIZE



Reproduced from Ordnance Survey Superplan Data with the permission of The Controller of His Majesty's Stationery Office. Crown Copyright - Licence No. AL100034021

NOTES:



Dennis Sabre Fire Tender (LWB)
Overall Length 7.700m
Overall Width 2.430m
Overall Body Height 2.512m
Min Body Ground Clearance 0.397m
Track Width 2.380m
Lock to lock time 5.00s
Kerb to Kerb Turning Radius 7.400m

B	01/07/26	Revision in Response to WSCC Comments	WAJ	SMK	SMK
A	11/05/26	Updated to Include Refuge Island	WAJ	SMK	SMK
Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol
Cambridge
London
Norwich
Welwyn Garden City



1 Giltspur Street
London
EC1A 9DD
020 7119 1155
www.tpa.uk.com

CLIENT:
OPTION TWO DEVELOPMENT LTD

PROJECT:
COPTHORNE COMMON
ROAD, COPTHORNE,
WEST SUSSEX

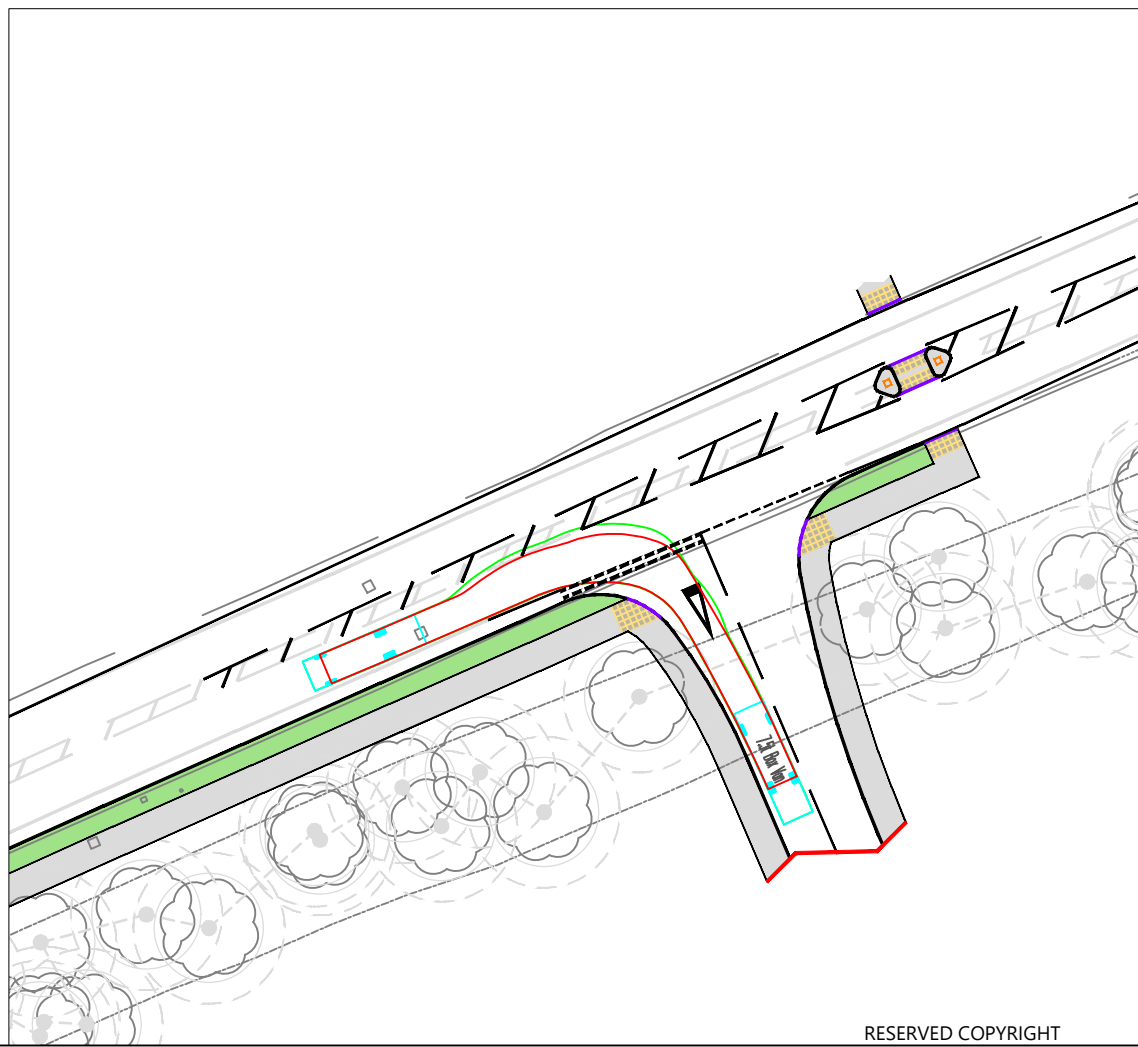
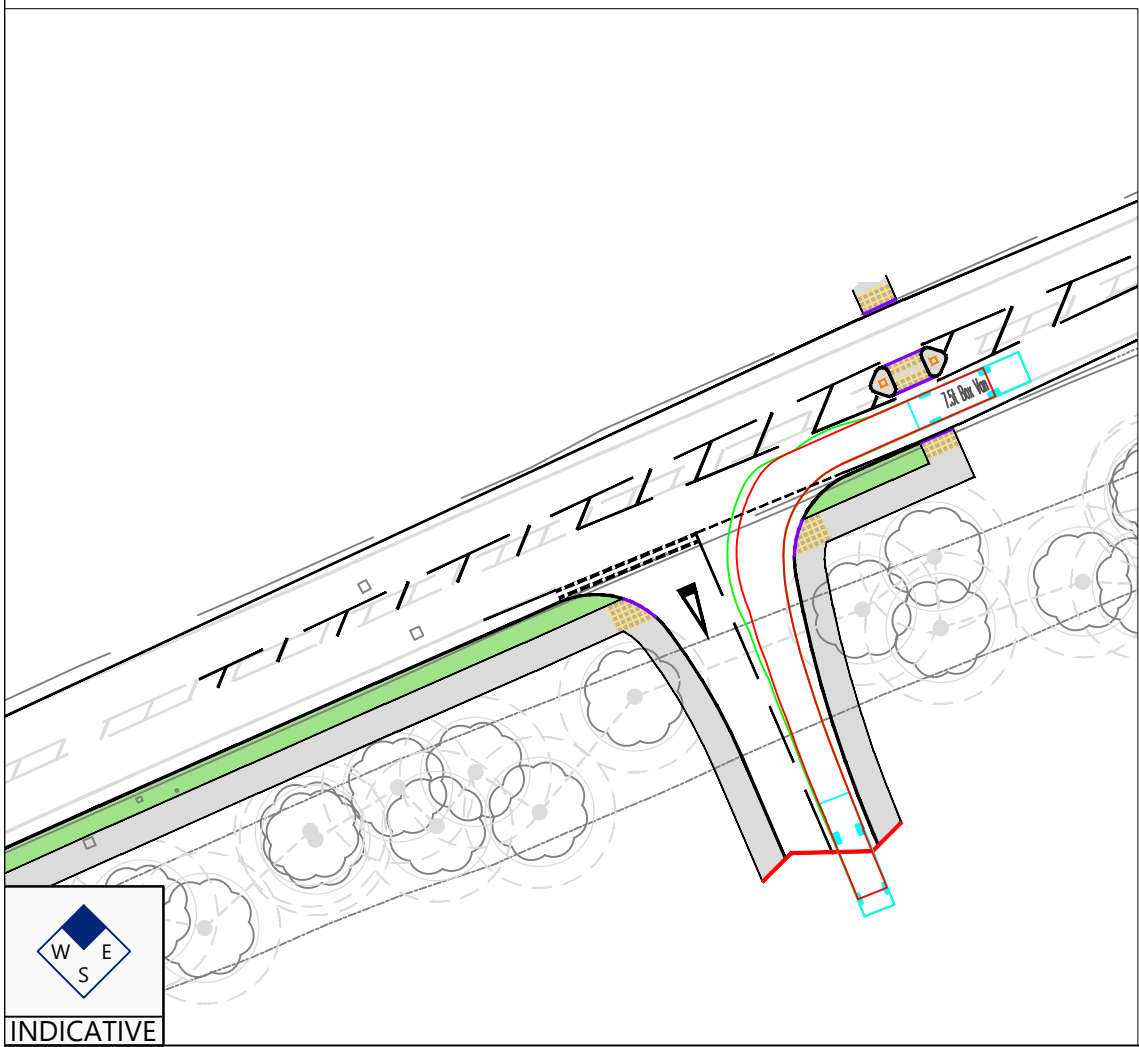
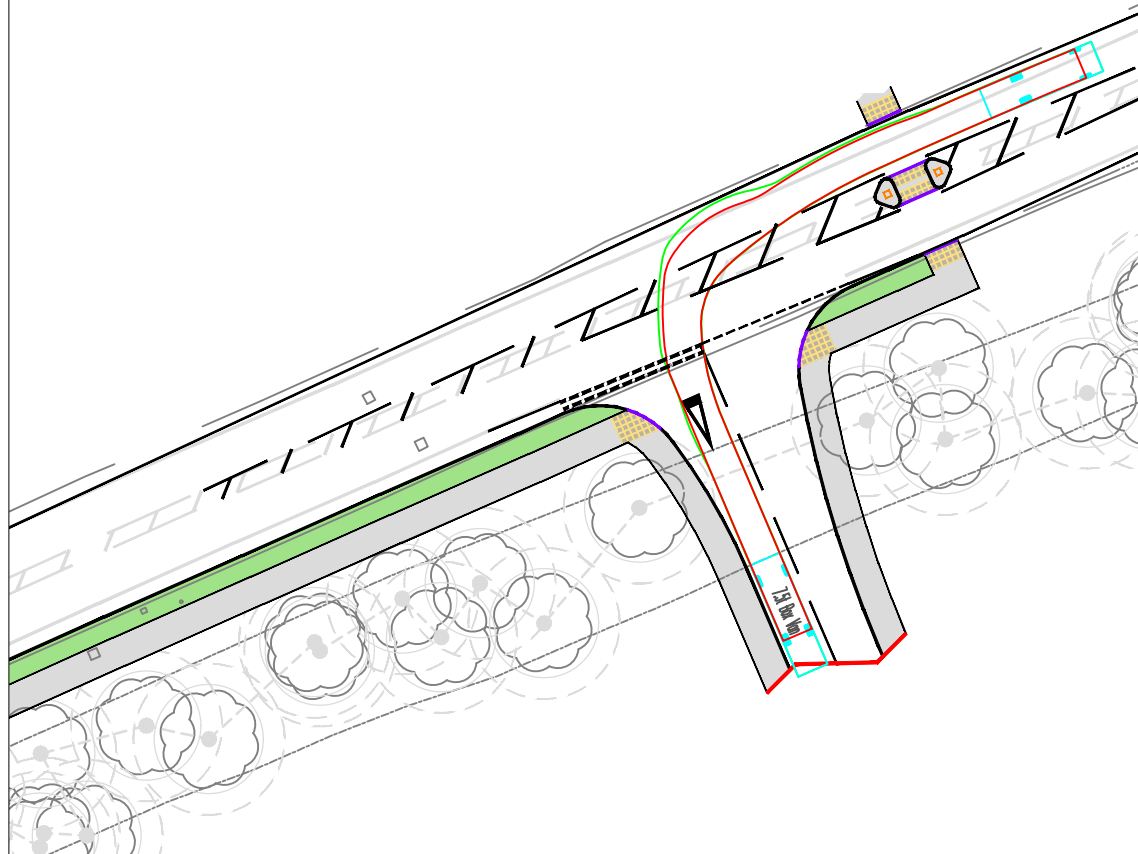
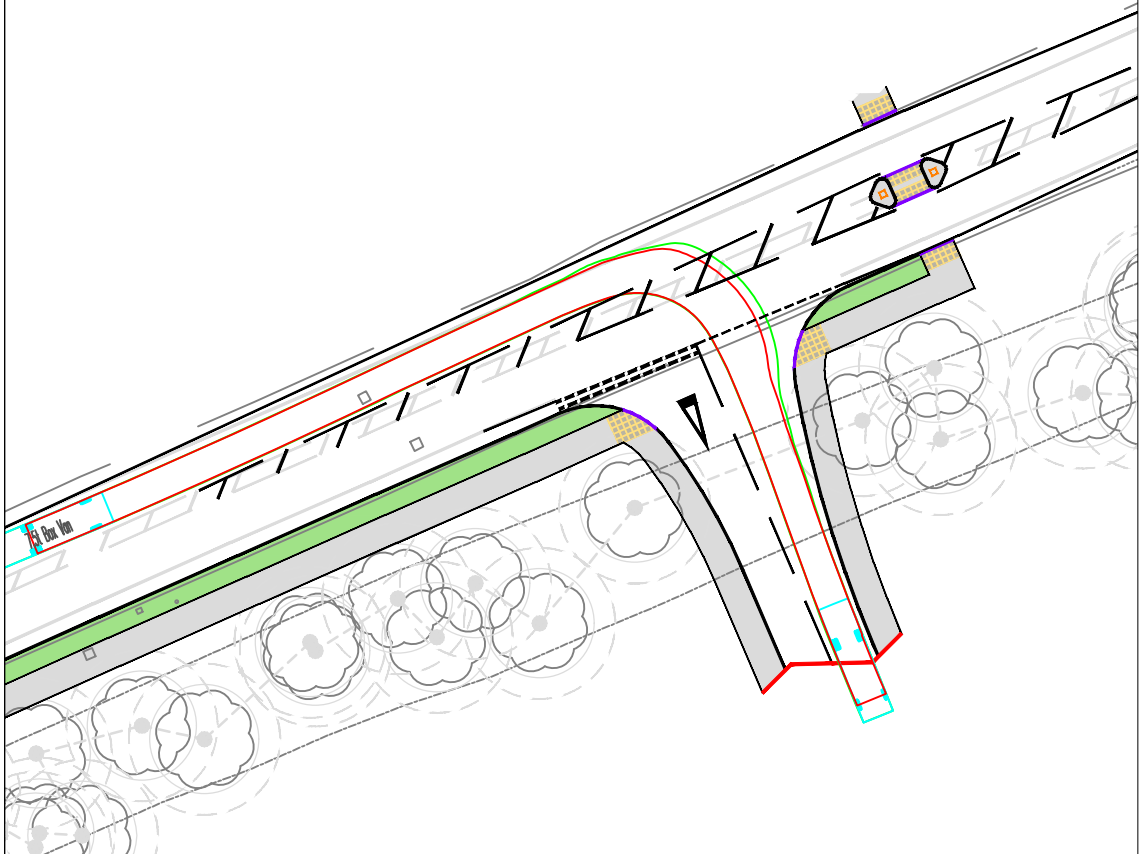
TITLE:
PROPOSED ACCESS -
SWEEP PATH ANALYSIS OF A
FIRE TENDER

STATUS:
FOR INFORMATION

SCALE: 1:500	DATE: 09/09/25	DRAWN: LS	CHECKED: SMK	APPROVED: SMK
JOB NO: 1810-17	DRAWING NO: SP04	REVISION: B		

RESERVED COPYRIGHT

A3
ORIGINAL
PLOT SIZE



Reproduced from Ordnance Survey Superplan Data with the permission of The Controller of His Majesty's Stationery Office. Crown Copyright - Licence No. AL100034021

NOTES:

7.5t Box Van	
Overall Length	8.010m
Overall Width	2.100m
Overall Body Height	0.351m
Min Body Ground Clearance	0.351m
Track Width	2.064m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	7.400m

B	01/07/26	Revision in Response to WSCC Comments	WAJ	SMK	SMK
A	11/05/26	Updated to Include Refuge Island	WAJ	SMK	SMK
Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol
Cambridge
London
Norwich
Welwyn Garden City

1 Giltspur Street
London
EC1A 9DD
020 7119 1155
www.tpa.uk.com

CLIENT:
OPTION TWO DEVELOPMENT LTD

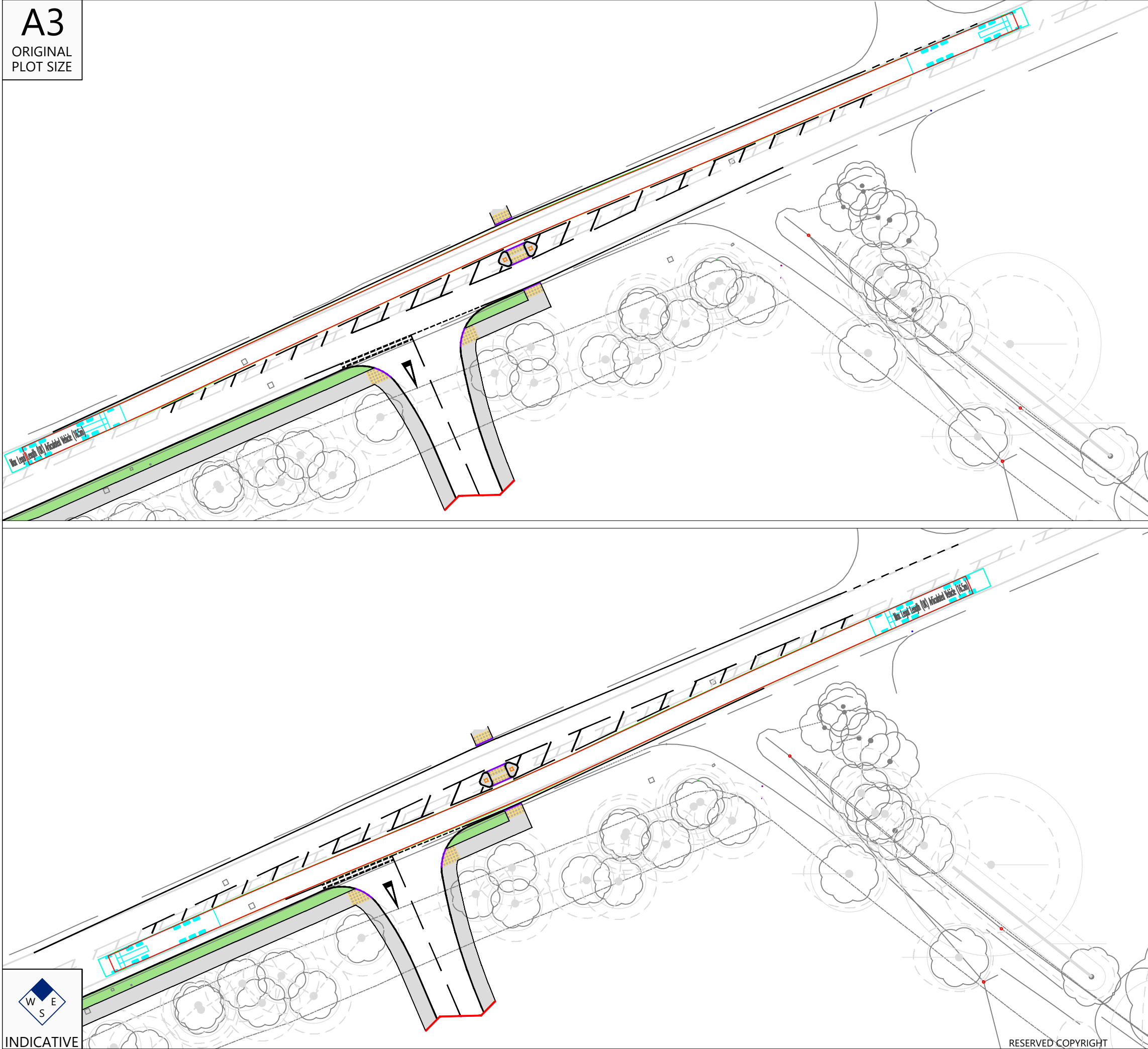
PROJECT:
COPTHORNE COMMON
ROAD, COPTHORNE,
WEST SUSSEX

TITLE:
PROPOSED ACCESS -
SWEEP PATH ANALYSIS OF A
7.5T BOX VAN

STATUS:
FOR INFORMATION

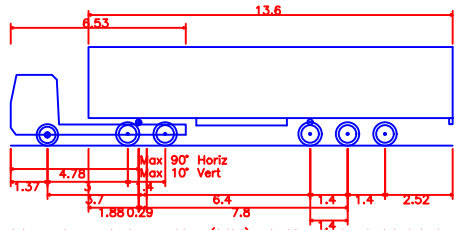
SCALE: 1:500	DATE: 09/09/25	DRAWN: LS	CHECKED: SMK	APPROVED: SMK
JOB NO: 1810-17	DRAWING NO: SP06	REVISION: B		

A3
ORIGINAL
PLOT SIZE



Reproduced from Ordnance Survey Superplan Data with the permission of The Controller of His Majesty's Stationery Office. Crown Copyright - Licence No. AL100034021

NOTES:



Max Legal Length (UK) Articulated Vehicle (16.5m)
Overall Length 16.500m
Overall Width 2.550m
Overall Body Height 3.681m
Min Body Ground Clearance 0.411m
Max Track Width 2.500m
Lock to lock time 6.00s
Kerb to Kerb Turning Radius 6.530m

A	01/07/26	Revision in Response to WSCC Comments	WAJ	SMK	SMK
Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol
Cambridge
London
Norwich
Welwyn Garden City



1 Giltspur Street
London
EC1A 9DD
020 7119 1155
www.tpa.uk.com

CLIENT:

OPTION TWO DEVELOPMENT LTD

PROJECT:

COPTHORNE COMMON
ROAD, COPTHORNE,
WEST SUSSEX

TITLE:

SWEPT PATH ANALYSIS OF A
16.5M ARTICULATED VEHICLE

STATUS:

FOR INFORMATION

SCALE: 1:500	DATE: 11/05/26	DRAWN: WAJ	CHECKED: SMK	APPROVED: SMK
JOB NO: 1810-17	DRAWING NO: SP07	REVISION: A		