

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council FAO: Jacques Burrowes
FROM:	WSCC – Highways Authority
DATE:	7 April 2026
LOCATION:	31 West Street Storrington West Sussex RH20 4DZ
SUBJECT:	DC/26/0429 Prior Notification for the Change of Use from offices (Use Class E) to residential (Use Class C3) to form 2no. flats.
DATE OF SITE VISIT:	n/a
RECOMMENDATION:	Advice

I refer to your consultation in respect of the above planning application and would provide the following comments.

The site is located off West Street, an A-classified road subject to 30mph speed restrictions. The proposal will see the change in use of offices to two dwellings (flats). From inspection of collision data provided by Sussex Police for a five-year period, there have been no highway collisions or personal injury claims at the point of access to the highway or in correlation with its use as offices.

Under the current General Permitted Development Order (GPDO), it is permitted development to change use from offices to residential (Class C3) subject first to prior approval being granted. As part of the prior approval process, there are a number of matters to be considered. This includes matters relating to highways and transport. However, the GPDO is quite clear as to what highway matters can be considered, namely whether the proposal is likely to result in a material increase or a material change in the character of traffic in the vicinity of the site.

Generally, the change of use from offices to residential dwelling would generate a reduction in material use at the site. The existing use would create a certain number of movements throughout the day, whereas the movements associated with residential use would be anticipated within network peaks. Therefore, although the nature of trips would change, the frequency would likely not exceed that of the current use.

The WSCC Car Parking Demand Calculator indicated that a development of this size in this location would require five car parking spaces, two for the single bedroom flat and three for the three-bed flat. The dwellings will not be awarded a parking provision; however, it appears that cycle parking is to be provided. It should be outlined that WSCC does not encourage the use of vertical cycle storage as shown, as this is not accessible for all users. The applicant should consider an alternative, secure and covered storage method. Ideally Oxford cycle stands should be used with appropriate space for each property. The site is also accessed to the rear by Rectory Gardens- it is unclear if parking opportunities exist here, for any overspill parking to be accommodated. Pay and display car parks are present nearby and bus services operate along West Street allowing sustainable opportunities for travel. The property is situated within reasonable walking distance of local shops and amenities which may also reduce the reliance on the use of a car for some domestic journeys. The LPA may wish to secure an alternative cycle parking provision to be provided as outlined above, alongside any permission of this Prior Notification, with plans and details to be provided. It is unclear whether there is adequate space to provide this however, as the proposed and existing floorplans show a different red edge boundary to one another at the refuse bin/cycle storage location.

In summary, the movements associated with offices have done so safely with no known safety highways concerns, and C3 residential uses are considered less intensive. West Sussex County Council in its role as LHA has therefore considered the proposal on that basis. In principle, the current GPDO gives limited ability to consider wider highway and transport impacts beyond those set out. The prior approval is therefore considered acceptable in highway terms.

Jodie Wilkes
West Sussex County Council – Planning Services