

From: Paul Webster <paul@mapleplanning.co.uk>
Sent: 12 June 2025 07:59:44 UTC+01:00
To: "Andrew Horrell" <Andrew.Horrell@midsussex.gov.uk>
Subject: Re: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930
Attachments: 0.3m.png, HAS 312 - 700 rev C.pdf, HAS 312 - 300 rev C.pdf

Dear Andrew,

Thanks for your response. I'm happy to agree to the extension of time.

In the meantime, after months of chasing, I have finally received the attached from the architect. He has supplied a slightly amended / annotated floorplan, showing all of the proposed flats as being compliant with the Nationally Described Space Standard.

In terms of the request for a Flood Risk Assessment, the application site is in Flood Zone 1 (low risk), and the proposal entails the change of use of an existing building, at first and second floor level. Footnote 63 of the NPPF specifically states that:

'A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.'

None of these criteria apply in this case.

The email from the Flood Risk Team indicates that:

'Due to the location of the proposed development on first and second floor the applicant the advice on access and escape is the most relevant for this application. This requires applicants to show that there is a safe route of access and escape set above the estimated flood level (1:100 plus climate change, or the 1:1,000 level where climate change levels are unknown) and connects the site to an area away from flood risk.'

In this regard, I attach an extract from a surface water flood map plan, showing long term, worst case scenario, surface water flooding. This indicates that whilst some of the site is at risk of surface water flooding - to a maximum depth of 30cm - the entrance to the proposed flats from street level is outside of that area of risk. There is no reason why there should not be a safe means of access and egress in the event of such a flood.

I hope that this helps.

Kind regards,

Paul Webster MRTPI

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On Wed, 11 Jun 2025 at 15:39, Andrew Horrell <Andrew.Horrell@midsussex.gov.uk> wrote:

Mr Webster,

Many thanks for your email from yesterday

I am happy to agree an extension of time, shall we say until the 5th July and then as you say hopefully the architect will provide you with the wished information.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning

Planning Officer

Development Management

andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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Working together for a better Mid Sussex

From: Paul Webster <paul@mapleplanning.co.uk>
Sent: 10 June 2025 10:27
To: Andrew Horrell <Andrew.Horrell@midsussex.gov.uk>
Subject: Re: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

Dear Andrew,

I've been informed by a third party that the architect is actually away on holiday at the moment.

I fully appreciate that this has taken far too long - but can we agree an extension of time so that I can make one last concerted effort at getting the information that we need out of the architect when he returns, please?

Kind regards,

Paul Webster MRTPI

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On Fri, 6 Jun 2025 at 16:39, Paul Webster <paul@mapleplanning.co.uk> wrote:

Dear Andrew,

Apologies for the protracted delay on this one. Despite repeated attempts, I am yet to get a meaningful response from the architect. To say that he's unresponsive would be an understatement. I've alerted the site owner to the situation, in the hope that he can get the architect to provide what is necessary. I'll let you know before next Friday what (if anything) I've managed to secure.

Kind regards,

Paul Webster MRTPI

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On Fri, 6 Jun 2025 at 15:53, Andrew Horrell <Andrew.Horrell@midsussex.gov.uk> wrote:

To Mr Webster,

DM/25/3076 – 87-89 London Road, East Grinstead - Change of use of the upper floors (largely vacant office space) above a Use Class E retail unit, to five residential flats.

I have yet to hear from you as to my email from 22nd May as to when details of the space standards for each flat or receipt of a Flood Risk Assessment.

Please can you provide me with an update on these points and agree an extension of time to allow these to be considered and our drainage team to be re-consulted or if not heard by Friday 13th June I will look to refuse the application based on a lack of information.

I look forward to hearing from you.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning

Planning Officer

Development Management

andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Andrew Horrell

Sent: 22 May 2025 13:45

To: Paul Webster <paul@mapleplanning.co.uk>

Subject: RE: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

To Mr Webster,

DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ

I am just following up my email from 1st May as to how you getting on sourcing plans showing the space standards for the flats within the converted offices.

Coupled with that, what is the likely timeframe for the additional flood risk details being received?

I look forward to hearing from you.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning

Planning Officer

Development Management

andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Andrew Horrell <Andrew.Horrell@midsussex.gov.uk>
Sent: 02 May 2025 16:07
To: Paul Webster <paul@mapleplanning.co.uk>
Subject: RE: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

To Mr Webster,

DM/24/3076 – 87-89 London Road, East Grinstead - Change of use of the upper floors (largely vacant office space) above a Use Class E retail unit, to five residential flats.

Following up from my email of 22nd April, I have now received comment from our drainage consultants (which I attach). They have requested additional information.

I look forward to receiving this. Once received I will seek further comment from them.

To allow for this information to be received and assessed I suggest an extension of time until say the 6th June.

I look forward to hearing from you.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning

Planning Officer

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andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Paul Webster <paul@mapleplanning.co.uk>
Sent: 22 April 2025 17:43
To: Andrew Horrell <Andrew.Horrell@midsussex.gov.uk>
Subject: Re: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

Dear Andrew,

Apologies for the delay - but I'm struggling to get the information out of the architect. I'll give him another chase now.

Kind regards,

Paul Webster MRTPI

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PAUL@MAPLEPLANNING.CO.UK
WWW.MAPLEPLANNING.CO.UK

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On Tue, 22 Apr 2025 at 17:00, Andrew Horrell <Andrew.Horrell@midsussex.gov.uk> wrote:

Mr Webster,

Sorry to chase but to be able to approve the application I will need confirmation of the space standards for the proposed flats, as it appears that from my measuring of the internal layout they appear to not provide the 50sqm needed under the national space standards for a one bedroom (2 person) dwelling. But please confirm the situation.

Coupled with that, I am still awaiting drainage comments.

I look forward to hearing from you.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning

Planning Officer

Development Management

andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Andrew Horrell
Sent: 16 April 2025 16:38
To: 'Paul Webster' <paul@mapleplanning.co.uk>
Subject: RE: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

To Mr Webster,

Just chasing up a response in terms of my email from last week as to the space standards of the proposed flats.

I look forward to hearing from you.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning
Planning Officer
Development Management

andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Andrew Horrell <Andrew.Horrell@midsussex.gov.uk>
Sent: 10 April 2025 09:58

To: Paul Webster <paul@mapleplanning.co.uk>

Subject: RE: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

To Mr Webster,

DM/24/3076 – 87-89 London Road, East Grinstead - Change of use of the upper floors (largely vacant office space) above a use Class E retail unit to five residential flats.

Many thanks for the amended plans from 31st March.

I note you stated that the new internal layout was altered in relation to National Space Standards, it would be useful in terms of the considerations of the MA prior approval if you could confirm the space standards of proposed each flat.

I look forward to receiving this information.

Kind regards,

Andrew Horrell BA (Hons) MSc Town Planning

Planning Officer

Development Management

andrew.horrell@midsussex.gov.uk (mail to andrew.horrell@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Paul Webster <paul@mapleplanning.co.uk>
Sent: 31 March 2025 16:13
To: Cassy Foster <Cassy.Foster@midsussex.gov.uk>
Cc: Andrew Horrell <Andrew.Horrell@midsussex.gov.uk>
Subject: Re: DM/24/3076 - 87-89 London Road, East Grinstead. RH19 1EQ- S/25/0930

You don't often get email from paul@mapleplanning.co.uk. [Learn why this is important](#)

Dear Cassy and Andrew,

I write in response to the below email. The architect has now issued a slightly revised internal layout, which addresses the points raised below in relation to the Nationally Described Space Standards. I hope that this helps.

Kind regards,

Paul Webster MRTPI

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On Wed, 19 Mar 2025 at 12:20, Cassy Foster <Cassy.Foster@midsussex.gov.uk> wrote:

Good afternoon Mr Webster

Housing Act 2004

DM/24/3076

87-89 London Road, East Grinstead. RH19 1EQ

Description: Change of use of the upper floors (largely vacant office space) above a use Class E retail unit to five residential flats.

I have been informed that you have applied for planning permission to carry out alterations to the above mentioned premises. I have examined your plans with respect to Housing Standards. Based on the plans submitted the following comments are made with specific reference to compliance with Housing Standards legislation. Please note that this may differ from planning legislation, but respective minimum standards must be followed.

Rooms sizes

To prevent future enforcement action under Environmental Health legislation the developer must ensure that all bedrooms in the proposed development meet the following minimum room sizes:

1. Single bedroom: minimum size 6.5 square metres
2. Double bedroom minimum size 10 square metres

Please note specific requirements in the Technical Housing Standards – Nationally described space standard used by Planning Departments.

- The living area for Flat 1 a self-contained unit should have a living area of 15 square metres and the bedroom is shown as a double bedroom which should be 10 square metres.

Means of escape

1. Means of escape in case of fire. Provision of 30 Minute fire doors to kitchen and living areas.
2. Interlinked early fire alarm system to whole building with a 30 minute warning system.
3. Liaison with the West Sussex Fire and Rescue service is recommended.
4. Suitable and sufficient fire protection and means of escape must be provided including fire doors and interlinked fire alarm systems where appropriate. Escape routes should avoid travel through high risk rooms, namely, bedrooms accessing out of the accommodation past open plan kitchens.
5. Flat 1 layout has access and exit through a kitchen which is a high risk room. The proposed layout **must** be changed to mitigate this.
6. Ensure that the means of escape access route to the outside in case of fire does not provide entrapment to the rear.
7. Flat roof areas should provide One hours fire resistance.

Advice Note for Building Control and Planning Applicants regarding the Housing Health and Safety Rating System.

The Housing Health and Safety Rating system (HHSRS) was introduced in July 2006 and is used by Environmental Health Officers in Council's Private Sector Housing departments to assess the condition of residential dwellings. The HHSRS replaced the historic Fitness Standard and disrepair. HHSRS evaluates potential risks to health and safety from any deficiencies identified in dwellings – it is not a standard.

Residential new build dwellings and conversions can fall foul of the HHSRS despite meeting Building Control and planning requirements. This situation usually arises if the dwelling is subsequently let and the tenant complains about a particular issue.

Unfortunately there is not a guide to 'designing to conform to the HHSRS', however you may be interested in looking at the HHSRS Operating Guidance which contains notes on the perceived optimum standard derived from the British Standards or Building Regulations Approved Documents.

Operating guidance for HHSRS:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/15810/142631.pdf

Heating :

8. The system shall be capable of maintaining the following internal temperatures when the external temperature is -1degrees C.
9. Living room and dining room 21degrees C.
10. Bathroom 22degrees C.
11. Elsewhere 18degrees C.
12. All storage heaters shall have automatic charge control and thermostatically controlled damper outlet. Living rooms to be provided with a fan assisted combination storage heater with thermostatically controlled top up convector heater.
13. Gas Central heating systems should satisfy the design and installation requirements of British Standard 5449: 1990 in accordance with Part L of the current Building Regulations (as amended).

Ventilation

14. All kitchen/living areas must be provided with open-able windows of a suitable size to ensure sufficient ventilation without causing excessive draughts.
 15. All habitable rooms must have a window to provide natural ventilation. Allow for natural ventilation $1/20^{\text{th}}$ of the floor area of each habitable room.
 16. Provision of adequate natural lighting via windows to kitchen, bedroom and living rooms to provide adequate natural lighting. BS8206 Code of practice Parts 1 & 2. Also BRE guidance on Natural Lighting.
14. There should be sufficient natural light during daylight hours to enable normal domestic tasks to be carried out without eyestrain.

Lighting

15. Provision of adequate natural lighting via windows to kitchen, bedroom and living rooms to provide adequate natural lighting. BS8206 Code of practice Parts 1 & 2.
16. There should be sufficient natural light during daylight hours to enable normal domestic tasks to be carried out without eyestrain.

Excess Heat

17. Ensure that the units have sufficient thermal efficiency to control excess heat with adequate heating controls and adequate ventilation.

Kind regards

Cassy

Cassy Foster BSc MCIEH REHP

Senior Environmental Health Officer

Mid Sussex District Council

Environmental Health

Tel: 01444 477583

Mobile 0759 0804562

cassy.foster@midsussex.gov.uk

Tuesday, Thursday, 8:00am to 1:00pm.

Wednesday, Friday 8.45 – 17.15pm

I do not work Mondays.

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