

From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 20 October 2025 14:08:13 UTC+01:00
To: "Stefan Galyas" <Stefan.Galyas@midsussex.gov.uk>
Subject: RE: DM/25/0666 Claremont

Hi Stefan

The revised plans submitted with respect to the above site show the hedging revised to mixed native species as suggested. The detail of the proposed rooflight has also been confirmed and is acceptable, which removes the need for the previously suggested condition.

Thanks,

Emily

Please note that this advice is given at Officer level only and is without prejudice to the formal decision of the District Council.

Submit your planning application online.
<http://www.planningportal.gov.uk>

Emily Wade Ma MSc
Conservation Officer
Planning Services
Tel: +44 (0)1444 477385
emily.wade@midsussex.gov.uk <http://www.midsussex.gov.uk>



From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 20 August 2025 11:23
To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Subject: RE: DM/25/0666 Claremont

Hi Stefan

Further comments on the above planning application following the receipt of revised plans and supporting statements. For ease, I will add these comments in red against the issues previously raised- please see original email below.

In summary, the proposal as revised is on balance acceptable, subject to the point regarding the nature of the proposed hedgerow planting, meeting the requirements of District Plan Policy DP34 and the relevant paragraphs of the NPPF.

I would recommend the following condition:
New rooflight to be flush-fitting, metal framed conservation style rooflight.

Thanks

Emily

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From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 15 May 2025 15:29
To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Subject: RE: DM/25/0666 Claremont

Hi Stefan

Further comments on the above application following the receipt of further information.

The window details as submitted suggest the use of uPVC sashes, which will not be acceptable on an NDHA of this period unless the existing windows are uPVC throughout. We would usually expect the use of painted timber to windows and external doors.

The revised DAS confirms that the existing windows are uPVC throughout.

Unfortunately, the applicant is not taking the opportunity to reinstate more appropriate and attractive timber windows; on balance however, given the existing situation, it is not considered that an objection to the proposed uPVC sashes could be sustained.

The proposed roofing and facing materials seem acceptable in terms of the approach, but we would need a full spec. in each case to avoid a condition (e.g. manufacturer, range and colour).

The details as submitted are acceptable.

We would need details of the soffit board to the eaves- we would expect this to be painted timber, not uPVC.

The applicant has confirmed painted timber is to be used, which is welcomed.

We would need detailed drawings of the proposed front door, or a manufacturer's spec, or potentially a photograph for a reclaimed door, which should include details of materials (as above, this should be painted timber, not uPVC).

The proposed door details are acceptable.

Rainwater goods etc should be painted metal unless the existing is uPVC throughout.

Metal rainwater goods are confirmed in the revised DAS, which is welcomed.

The details of the repairs to the shopfront canopy are acceptable.

Re-use of the original tiles below the shop window is welcomed.

The approach to the hard and soft landscaping seems acceptable but this will need to be shown on a plan. The proposed new hard surfacing material is acceptable.

A landscaping plan has been provided which is acceptable, although in terms of the planting mixed native species to the proposed new and enhanced hedgerow planting would be preferable to Portuguese Laurel.

I also note in reviewing the above that an updated elevation was provided showing solar PV panels to the front (south) facing roofslopes of the building, although these are not mentioned in the description of development, or in the submitted DAS. My apologies for overlooking these in my original comments, I think I was looking at a superseded version of the plan. Unfortunately, in my opinion the principle of solar panels in the locations shown is contentious in terms of their impact on the architectural value of the NDHA, due to their undue visual prominence in the most significant public views of the building, and their adverse impact on the character of the building. Although we do not appear to have any details of the panels themselves, if these are standard black units this prominence will be exacerbated by the difference in colour from the underlying roof tiles. The extent of the proposed array will be such that little of the original roof of the core of the building would remain visible.

The previously shown solar PV panels have been removed from the scheme.

In my opinion, this aspect of the scheme is unacceptable, and would result in a mid level of harm to an asset of a mid level of interest in the local context- paragraph 216 of the NPPF will

apply. The panels would also be contrary to the requirements of policies CNP7.1 and CNP7.2 of the Copthorne Neighbourhood Plan. I would therefore recommend that this aspect of the proposal is removed from the current application.

Thanks,

Emily

Please note that this advice is given at Officer level only and is without prejudice to the formal decision of the District Council.

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<http://www.planningportal.gov.uk>

Emily Wade Ma MSc

Conservation Officer

Planning Services

Tel: +44 (0)1444 477385

emily.wade@midsussex.gov.uk <http://www.midsussex.gov.uk>



From: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>

Sent: 15 May 2025 14:25

To: Emily Wade <Emily.Wade@midsussex.gov.uk>

Subject: FW: DM/25/0666 Claremont Description of Development

Good afternoon Emily,

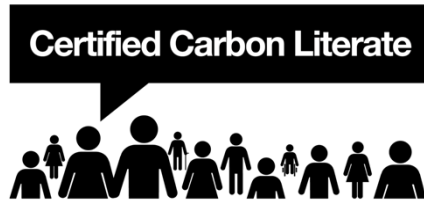
Please find attached the agents response to the suggested conditions for the above application.

Would you be able to confirm whether the level of information submitted would be sufficient to avert the relevant conditions being appended?

I look forward to hearing from you.

Regards,
Stefan Galyas MPLAN
Planning Officer

Development Management
Mid Sussex District Council
01444 47 7244
www.midsussex.gov.uk



From: Victoria Mustard <vicki@victoriamustardarchitects.com>
Sent: 15 May 2025 14:16
To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Subject: Re: DM/25/0666 Claremont Description of Development

Dear Stefan

DM/25/0666 Claremont, Copthorne Bank

Further to Emily Wade's Conservation comments relating to materials and details, we have provided further descriptive and visual information relating to the points raised. We are optimistic this may reduce the number of Conditions attached to this application, which would be our preference.

Of relevance are the new pages 10, 11 & 12 on the attached Planning Statement document.

Also attached is new drawing 206 with typical window details.

Many thanks and please let me know if you need anything further.

Kind regards,

Vicki

Victoria Mustard Architects
135 Crawley Down Road

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FB: [Facebook](#)

Surrey Historic Buildings Trust Awards 2025 Shortlisted

On Thu, 15 May 2025 at 12:35, Stefan Galyas <Stefan.Galyas@midsussex.gov.uk> wrote:

Dear Vicki,

I can confirm receipt of your EOT agreement and this has been actioned now.

In the meantime, please could you confirm your agreement to the suggested pre-commencement conditions put forward by the Conservation Officer (attached).

I look forward to hearing from you.

Regards,
Stefan Galyas MPLAN
Planning Officer
Development Management
Mid Sussex District Council
01444 47 7244
www.midsussex.gov.uk



From: Victoria Mustard <vicki@victoriamustardarchitects.com>
Sent: 15 May 2025 12:25
To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Subject: Re: DM/25/0666 Claremont Description of Development

Dear Stefan
Hopefully you received my response confirming the extension of time.
Id be grateful if you could confirm?
Thanks.

Kind regards,

Vicki

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Surrey Historic Buildings Trust Awards 2025 Shortlisted

On Thu, 15 May 2025 at 11:47, Victoria Mustard
<vicki@victoriamustardarchitects.com> wrote:

Dear Stefan

Thank you for your email and message.

Yes we give consent to the extension of time.
My client has meanwhile arranged the bat survey in relation to the Bio-Diversity Net Gain assessment, I will let you know likely timings for delivery of this if you need them.

Kind regards,

Vicki

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Surrey Historic Buildings Trust Awards 2025 Shortlisted

On Mon, 12 May 2025 at 09:50, Stefan Galyas
<Stefan.Galyas@midsussex.gov.uk> wrote:

Good morning Vicki,

With the current decision deadline date of 19.05.25 in mind, I would like to request an extension of time to allow for the drafting of the requested information and a re-consultation with our Ecologist.

I therefore would like to suggest a revised decision deadline date is set for 02.07.25 and would appreciate it if you could confirm your agreement to this in a response to this email.

I look forward to hearing from you.

Regards,
Stefan Galyas MPLAN
Planning Officer
Development Management
Mid Sussex District Council
01444 47 7244
www.midsussex.gov.uk



From: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Sent: 08 May 2025 11:22
To: Victoria Mustard <vicki@victoriamustardarchitects.com>
Subject: RE: DM/25/0666 Claremont Description of Development

Dear Vicki,

I have received the above response from our Ecologist consultants which has requested that further information is submitted in order to overcome concerns. If you could produce this further information and send it over, it would be much appreciated.

Please find attached the received response from the Conservation Officer which raises 'no objection' towards the proposed development. A number of pre-commencement conditions have been suggested which would require further details and I therefore would appreciate it if you could confirm your acceptance to these.

I look forward to hearing from you.

Regards,
Stefan Galyas MPLAN
Planning Officer
Development Management
Mid Sussex District Council
01444 47 7244
www.midsussex.gov.uk



From: Victoria Mustard <vicki@victoriamustardarchitects.com>
Sent: 28 April 2025 14:25
To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Subject: Re: DM/25/0666 Claremont Description of Development

Many thanks for coming back to me Stefan.

Kind regards,

Vicki

Victoria Mustard Architects
135 Crawley Down Road
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West Sussex RH19 2PS
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Surrey Historic Buildings Trust Awards 2025 Shortlisted

On Mon, 28 Apr 2025 at 13:52, Stefan Galyas
<Stefan.Galyas@midsussex.gov.uk> wrote:

Dear Vicki,

Thank you for your email and hope you are doing well.

At present, I am still awaiting consultation responses from both our Ecologist and Conservation Officer who are considered to be key consultees in relation to this proposal.

Once these have been received, I will be able to relay these to you and raise anything that may come up.

Regards,
Stefan Galyas MPLAN
Planning Officer
Development Management
Mid Sussex District Council
01444 47 7244
www.midsussex.gov.uk



From: Victoria Mustard <vicki@victoriamustardarchitects.com>
Sent: 28 April 2025 13:07
To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>
Subject: Re: DM/25/0666 Claremont Description of Development

You don't often get email from vicki@victoriamustardarchitects.com. [Learn why this is important](#)

Dear Stefan

DM/25/0666 - Claremont, Copthorne Bank, Copthorne

I hope you are well?

I just wanted to touch base now we are 3 weeks away from determination to see if you had any concerns with the application at Claremont?

We are keen to make sure we address any issues that may have arisen and to help get the best outcome.

Many thanks.

Kind regards,

Vicki Mustard

Victoria Mustard Architects
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Surrey Historic Buildings Trust Awards 2025 Shortlisted

On Mon, 31 Mar 2025 at 16:37, Victoria Mustard
<vicki@victoriamustardarchitects.com> wrote:

Dear Stefan

Thank you for your email.
I am happy with the change in description.

Kind regards,

Vicki

Victoria Mustard Architects
135 Crawley Down Road
Felbridge, East Grinstead
West Sussex RH19 2PS
M: 07779 245 093

On Mon, 31 Mar 2025 at 11:53, Stefan Galyas
<Stefan.Galyas@midsussex.gov.uk> wrote:

Good morning Victoria,

Taking a preliminary look at your recent application under the above reference number, I would like to request that the description of development is amended. Please could you confirm your acceptance in a response to this email for the following description:

'Change of use from a single dwellinghouse to a pair of semi-detached dwellinghouses. Conversion of rear outbuilding and main house loft space to habitable accommodation. Demolition of rear store building and rear garage. First floor side extension and remodelling of roofs.'

I look forward to hearing from you.

Regards,
Stefan Galyas MPLAN
Planning Officer
Development Management
Mid Sussex District Council
01444 47 7244
www.midsussex.gov.uk



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