

**From:** Sophie Hulton-Harrop <Sophie.Hulton-Harrop@mottmac.com>  
**Sent:** 07 November 2025 16:38:19 UTC+00:00  
**To:** "Katherine Williams" <Katherine.Williams@midsussex.gov.uk>  
**Subject:** RE: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Hi Katherine,

Please see responses to each of the matters raised below.

- Retaining walls with stone cladding details. **Update to be provided as soon as possible.**
- Separate plan locating all external railings and relating details, plans/elevations or specifications of each, including the finish or RAL Colour etc. **Please see attached.**
- Updated drawings with the reduced height description on the plans of the Taxus baccata – from 1.8m high to less than 1m to match approved elevations. **Please see attached. We have proposed a change from Taxus Baccatta to Ilex Crenata. This is due to Taxus Baccatta growing quite quickly and needing maintenance to keep a height below 1m. Ilex Crenata is a better low hedge and close to a “low box hedge” which achieves the new reduced height.**
- Request that the Britley Olde English Buff A2605 brick is used as the primary material. **Update to be provided as soon as possible.**

Kind regards,

Sophie  
**Sophie Hulton-Harrop**  
Town Planner  
D +442076510617  
[sophie.hulton-harrop@mottmac.com](mailto:sophie.hulton-harrop@mottmac.com)

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**From:** Katherine Williams <Katherine.Williams@midsussex.gov.uk>  
**Sent:** 07 November 2025 10:51  
**To:** Sophie Hulton-Harrop <Sophie.Hulton-Harrop@mottmac.com>  
**Subject:** RE: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Dear Sophie,

Following your previous email I have discussed this with Anna, and consider on balance that balustrades are acceptable.

Please see the attached email from Anna, regarding the brick samples and outstanding information.

Kind Regards

Katherine Williams BSc (Hons) MSc  
Senior Planning Officer  
Mid Sussex District Council  
01444 477214

[www.midsussex.gov.uk](http://www.midsussex.gov.uk)



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**From:** Sophie Hulton-Harrop <[Sophie.Hulton-Harrop@mottmac.com](mailto:Sophie.Hulton-Harrop@mottmac.com)>

**Sent:** 04 November 2025 13:57

**To:** Anna Kramarczyk <[Anna.Kramarczyk@midsussex.gov.uk](mailto:Anna.Kramarczyk@midsussex.gov.uk)>; Katherine Williams  
<[Katherine.Williams@midsussex.gov.uk](mailto:Katherine.Williams@midsussex.gov.uk)>

**Subject:** RE: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Hi both,

In response to the comment regarding the balustrade – this is a matter that the building design has already addressed post pre-application advice. I have attached the pre-application roof plan that we submitted as part of our pre-app advice request. The balustrade is shown around the perimeter of the roof to allow for maintenance of the solar panels and roof guttering.

I have also attached the roof plan which received planning permission. The balustrade was taken in, to a more central position on the roof, only surrounding the solar panels at your suggestion to minimise its visibility. The hospital has compromised on this as it means that maintenance of the guttering will have to be done using ladders, which has both cost and health & safety implications. Under the Work at Height Regulations 2005 we have a duty to reduce or eliminate working from height where possible.

The position and height of the balustrade have been approved via the planning permission. The location of the balustrade is confirmed on Approved Plan: Proposed Roof Plan 100120806-MM-A1-EG-GA-AR-0002 P04. The height and finish of the balustrade is confirmed on Approved Plan: Proposed Elevations 100120806-MM-A1-EG-EL-AR-0100 P04 which refers to '1100mm high self-supporting balustrade, galvanised finish to the PV area on the roof'.

The elevations (also attached) show a line of sight from a person standing at street level, and the balustrade, in its new position, will not be visible in close views from Holtye Road. Speaking to a few manufacturers, they do not recommend or provide any other colour than galvanised steel, which is designed with a zinc coating to protect the steel. We would recommend against painting this ourselves as this may impact the warranty and reduce the balustrade's intrinsic sustainability. Therefore, to paint the balustrade would not reduce the visibility of the balustrade, yet it would have ongoing cost and maintenance implications for the NHS.

Kind regards,

Sophie

**Sophie Hulton-Harrop**

Town Planner

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**From:** Anna Kramarczyk <[Anna.Kramarczyk@midsussex.gov.uk](mailto:Anna.Kramarczyk@midsussex.gov.uk)>

**Sent:** 03 November 2025 12:09

**To:** Katherine Williams <[Katherine.Williams@midsussex.gov.uk](mailto:Katherine.Williams@midsussex.gov.uk)>

**Subject:** RE: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Hi Katherine.

In response I would like to remind the applicant that the issue of the roof balustrade and its possible negative visual impact on the building appearance and street view was raised by me at the early consultations stage.

The balustrade is required for fall protection during maintenance and, at the necessary height, will be clearly visible from the street. It should therefore be designed as an integrated element rather than appearing as an unfinished, "stuck-on" addition.

Thank you

Anna

**Anna Kramarczyk-Dillon**

Architect / Urban Designer

Major Development

Mid Sussex District Council

***My working days are Monday, Wednesday and Thursday***

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**From:** Katherine Williams <[Katherine.Williams@midsussex.gov.uk](mailto:Katherine.Williams@midsussex.gov.uk)>

**Sent:** 27 October 2025 09:49

**To:** Anna Kramarczyk <[Anna.Kramarczyk@midsussex.gov.uk](mailto:Anna.Kramarczyk@midsussex.gov.uk)>

**Subject:** FW: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Hi Anna,

Please see the below response from the agent.

Thanks

Katherine Williams BSc (Hons) MSc  
Senior Planning Officer  
Mid Sussex District Council  
01444 477214

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**From:** Sophie Hulton-Harrop <[Sophie.Hulton-Harrop@mottmac.com](mailto:Sophie.Hulton-Harrop@mottmac.com)>

**Sent:** 27 October 2025 09:24

**To:** Katherine Williams <[Katherine.Williams@midsussex.gov.uk](mailto:Katherine.Williams@midsussex.gov.uk)>

**Subject:** RE: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Morning Katherine,

In response to the Urban Design Officer's comments regarding painting the balustrade, the client (NHS) believes that painting a galvanised steel balustrade may impact maintenance regime and may create associated risks i.e the balustrade not being clearly visible in the event of nighttime access.

I will be in touch as soon as I have further information relating to the other points raised.

Kind regards,

Sophie

**Sophie Hulton-Harrop**

Town Planner

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**From:** Sophie Hulton-Harrop

**Sent:** 24 October 2025 09:13

**To:** Katherine Williams <[Katherine.Williams@midsussex.gov.uk](mailto:Katherine.Williams@midsussex.gov.uk)>

**Subject:** RE: DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Thaks for sending this across, I'll speak to the team today.

**Sophie Hulton-Harrop**

Town Planner

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**From:** Katherine Williams <[Katherine.Williams@midsussex.gov.uk](mailto:Katherine.Williams@midsussex.gov.uk)>

**Sent:** 23 October 2025 17:18

**To:** Sophie Hulton-Harrop <[Sophie.Hulton-Harrop@mottmac.com](mailto:Sophie.Hulton-Harrop@mottmac.com)>

**Subject:** DM/25/2283 and DM/25/2472 - Queen Victoria Hospital, Holtye Road, East Grinstead

Dear Sophie,

Please see the attached comments from the Flood Risk and Drainage Team and the Urban Designer, requiring further information.

Kind Regards

Katherine Williams BSc (Hons) MSc

Senior Planning Officer

Mid Sussex District Council

01444 477214

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