

From: Saskia Lower <slower@ecephanning.com>
Sent: 24 September 2026 16:17:20 UTC+01:00
To: "Anna Tidey" <anna.tidey@midsussex.gov.uk>
Cc: "Sam Sykes" <ssykes@ecephanning.com>
Subject: RE: Your ref P2289i - Planning application DM/26/1067 - 57 The Broadway, Haywards Heath
Attachments: 7626 - Document transmittal - 260924.pdf

Afternoon Anna,

Thank you for your email.

For ease, I have provided responses to your comments below in **red**. The amended drawing pack, which correlates with those responses, can be accessed via the following link:

<https://we.tl/t-1mupNgQsvgGJvJNC>

In summary, the updated drawings include:

- PL07 – Ground floor plan updated with obscure glazing (OBS) notes.
- PL08 – First floor plan updated with OBS notes, and the Flat 5 label corrected to Flat 4.
- PL09 – Key updated with bin enclosure image and specification: 1800mm high close-boarded timber fencing with lockable, ledged and braced close-boarded door.
- PL14 (New) – Section showing the Flat 1 patio elevation and bin enclosure.

We trust that the above addresses the outstanding points.

Given that the revised information has now been provided, would it be possible to agree a target date for determination of the application? It would be very helpful to have some certainty on the anticipated timescale from this point.

Could you also please share the latest draft schedule of planning conditions with us when available? We would be keen to review these in advance and resolve any points as quickly as possible so that they do not delay determination.

Please let us know if there is anything further you require from us in the meantime.

Kind Regards,

Saskia Lower
Senior Planner, AssocRTPI

T 01903 248777

[Planning committee decision-making is about to change significantly. Find out how the National Scheme of Delegation could affect the way planning applications are determined from October 2026.](#)

Sussex studio 64-68 Brighton Road, Worthing, BN11 2EN

From: Anna Tidey <anna.tidey@midsussex.gov.uk>
Sent: 21 September 2026 16:15
To: Saskia Lower <slower@eceplanning.com>
Cc: Sam Sykes <ssykes@eceplanning.com>
Subject: RE: Your ref P2289i - Planning application DM/26/1067 - 57 The Broadway, Haywards Heath

Dear Saskia

Please accept my apologies for my delayed response to you regarding the Amended Plans that you have submitted for the above application, with reference to your table of outstanding matters.

I have uploaded the plans and your supporting email to the public register, but before I arrange for their formal readvertisement there are some [additional matters](#) that I would like to raise with you. These include asking for your agreement to a revised description which I suggest reads as follows:

'Change of use from former restaurant / takeaway on ground floor to flexible commercial / retail use (Class E uses, including E(a), E(c), E(e) and E(g)) alongside extensions and alterations to upper floors to form residential accommodation totalling four 1, 2 and 3 bed residential units (Class C3). Amended Plans received showing amendments to the design of the development to include a landscaped frontage, the provision of a rear bin store, altered external terraces and balconies, altered window details and revised floor layouts.' **All agreed, please re advertisement on this basis.**

As there are likely to be some further alterations to the plans I have left the receipt date blank. I will complete this, pending the receipt of further updated Amended Plans.

I refer to your table of outstanding matters, which I have added my notes to below:

Officer comment / requested amendment	Applicant response
Rear bin storage appearance / enclosure – confirmation requested of the appearance and enclosure of the rear bin storage area, which would be visible from the side access path and overlooked by neighbouring flats.	The amended plans clarify the location and arrangement of the rear residential bin storage area and its relationship with the side access. The proposed elevations/sections have been updated to show the form of the enclosure and how this area will appear in context. Please confirm materials/appearance of bin enclosure.

	Please refer to updated drawing. Key updated with bin enclosure image and specification (bin enclosure - 1800mm high closedboard timber fencing, with lockable, ledged & braced closeboard door).
Frontage bin collection zone – confirmation requested that this will be an open paved area for temporary presentation only, with bins returned to the rear store.	We confirm that the frontage bin collection area is intended as an open paved presentation point only for collection day, with bins stored to the rear at other times. This is intended to minimise street clutter and maintain a stronger frontage to the commercial unit and residential entrance. This area will need to be kept clear on days other than on bin collection days. How do you foresee that this will be managed? The frontage bin collection area will be used solely as a temporary presentation point on refuse collection days. At all other times, bins will be retained within the dedicated rear bin store. This arrangement will be overseen and managed by the building's managing agent, who will ensure that bins are returned to the rear store following collection.
Flat 1 floorspace – noted as approx. 106sqm and compliant.	We confirm that Flat 1 remains approximately 106sqm, consistent with the space standards for a 3-bedroom, 6-person dwelling over two storeys. Noted.
Flat 1 stair window – request that the enlarged window facing the former Côtes restaurant be a high-level window.	The amended drawings revise/clarify this opening as a high-level stair window. I note that this window is shown on Elevation Section BB- Side, on the Proposed Sections Drawing. Updated drawing in link above.
Basement bedroom / rear basement opening – recommendation that the bedroom in the basement benefits from a larger window set within the former rear doorway opening, with openings for ventilation.	The amended proposals revise the former basement rear doorway opening to provide a larger glazed opening/window arrangement, improving both daylight and ventilation to the basement accommodation. This has been reflected on the plans/elevations/sections. The two 2 windows on the ground floor serving the commercial unit have decreased in height due to the bin stores being outside, they will also be non-opening to help with smell.

	There does not appear to be a Proposed Side elevation of the Studio patio/ side wall of Bed 1, Lower Ground floor. Please can this be added? Updated drawing in link above.
Side elevation windows – two existing side windows could be retained at current size: (i) ground floor kitchen window serving commercial unit, and (ii) first floor side window to Bedroom 1 in Flat 4 (should this refer to Flat 3?); these could be obscure glazed.	As discussed at the site visit, these two windows are shown as being retained at their existing size, and the amended elevation plans annotate them as obscure glazed in the interests of privacy for neighbouring occupiers at No. 53. Could the secondary Bedroom window be retained at its existing (smaller) size, and obscure glazed? Updated drawing in link above.
Rear balconies / terraces – concern that first and second floor terraces were overlarge; request to reduce to width of patio doors and include privacy screens to each side.	The amended proposals reduce the rear terrace/balcony areas so that they are limited to the width of the patio doors, and privacy screens have been incorporated to the sides of these spaces. Noted that 1st floor balcony is reduced with two side privacy screens, and the 2nd floor balcony rear has been removed and a Juliette balcony introduced.
Green roof / wider flat roof area – concern that residents could use wider roof area as extended terrace; no-access condition suggested.	The wider flat roof area remains designated as a green roof only, with no general amenity use proposed beyond the defined terrace areas. We would be content for a condition to control access/use of the remaining roof area if helpful. Noted.
Basement flat windows / venting to all flats – query raised following Housing Standards comments regarding controllable ventilation and whether openings could be tilt-and-turn.	The amended drawings respond to the ventilation comments by improving glazed openings and ventilation arrangements. Where required, the final window/door design can incorporate tilt-and-turn / secure ventilation functionality. Noted.
Light and air to basement flat – request that the existing rear basement doorway opening be replaced with a larger glazed window including smaller venting elements.	This has been addressed through the amended design, with the former rear basement doorway opening revised to provide a larger glazed opening with ventilation elements to improve light, air, and controllable ventilation to Flat 2. Noted.
Commercial use restrictions – E(a), E(c), E(e) and E(g).	The applicant is content with a condition restricting the commercial use to Class E(a), E(c), E(e) and E(g),

	consistent with the amended description of development. See amended description above. As agreed above.
Soundproofing condition – between commercial and residential uses.	The applicant is content with a sound insulation / soundproofing condition between the commercial and residential accommodation. Detailed build-up/specification can be provided at the appropriate stage or secured by condition if preferred. Noted.
Operational hours – 09:00 to 18:00 Monday to Sunday.	The applicant confirms agreement to a condition restricting commercial operating hours to 09:00–18:00 Monday to Sunday. Jane Cooper comments of 15.06.2026 recommend: The premises shall not be open for trade or business except between the hours of 09:00 to 18:00 Monday to Saturday, not Sunday. Agreed.
Noise from plant – request for agreement to condition to protect neighbouring and future occupiers.	The applicant confirms agreement to a condition requiring that noise from plant does not adversely affect the amenity of existing and future residents. Noted.
ASHP locations and details – locations to be marked on proposed plans/elevations and details provided.	The amended drawing set identifies the proposed ASHP locations. We have used NIBE units (no external unit required), which work with radiators. Link here: https://www.nibe.eu/en-gb/products/heat-pumps/exhaust-air-heat-pumps Noted.
Ecology comments / BNG – note ecologist comments and recommended conditions.	Thank you for forwarding the ecologist's comments. We note the recommended ecological conditions and understand that these, together with any BNG requirements, will be considered as part of the officer recommendation. The applicant would be content for appropriate ecology measures to be secured by condition where necessary. Noted.

Please also note that the Amended Proposed 2nd floor plan refers to Flat 5, **but this is now Flat 4 under the Amended scheme.** Updated drawing in link above.

Please can you review the above comments and provide a new set of Amended Plans and an updated Plans list, for ease of reference and filing? **Updated document transmittal attached.**

Once I have received these I shall be in a position to Amend the application description, update the plans on file and arrange their readvertisement, and send out new neighbour notification letters and carry out the re-consultations.

I look forward to hearing from you.

Regards

Anna

Submit your planning application online.

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

Anna Tidey BA(Hons) MPhil MRTPI
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Development Management

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anna.tidey@midsussex.gov.uk <http://www.midsussex.gov.uk>



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- SAVE A TREE Only print this email if absolutely necessary.

From: Saskia Lower <slower@eceplanning.com>

Sent: 15 September 2026 16:02

To: Anna Tidey <anna.tidey@midsussex.gov.uk>

Cc: Sam Sykes <ssykes@eceplanning.com>

Subject: RE: Your ref P2289i - Planning application DM/26/1067 - 57 The Broadway, Haywards Heath

Hi Anna,

Further to our recent correspondence, please find in the link below the updated planning drawing package for the above application.

The scheme has now been comprehensively reviewed and amended in response to the outstanding matters raised by yourself and consultees. As previously discussed, this has included a fairly significant reworking of the proposals, most notably the removal of one residential unit to enable the refuse storage to be relocated to the rear of the site. The revised scheme therefore now comprises four flats together with the commercial floorspace. This reflects the revised arrangement previously discussed with you and also reduces the overall waste demand arising from the residential element.

For ease of reference, I have summarised below how the principal outstanding matters have been addressed:

Officer comment / requested amendment	Applicant response
Rear bin storage appearance / enclosure – confirmation requested of the appearance and enclosure of the rear bin storage area, which would be visible from the side access path and overlooked by neighbouring flats.	The amended plans clarify the location and arrangement of the rear residential bin storage area and its relationship with the side access. The proposed elevations/sections have been updated to show the form of the enclosure and how this area will appear in context.
Frontage bin collection zone – confirmation requested that this will be an open paved area for temporary presentation only, with bins returned to the rear store.	We confirm that the frontage bin collection area is intended as an open paved presentation point only for collection day, with bins stored to the rear at other times. This is intended to minimise street clutter and maintain a stronger frontage to the commercial unit and residential entrance.
Flat 1 floorspace – noted as approx. 106sqm and compliant.	We confirm that Flat 1 remains approximately 106sqm, consistent with the space standards for a 3-bedroom, 6-person dwelling over two storeys.
Flat 1 stair window – request that the enlarged window facing the former Côtes restaurant be a high-level window.	The amended drawings revise/clarify this opening as a high-level stair window.
Basement bedroom / rear basement opening – recommendation that the bedroom in the basement benefits from a larger window set within the former rear doorway opening, with openings for ventilation.	The amended proposals revise the former basement rear doorway opening to provide a larger glazed opening/window arrangement, improving both daylight and ventilation to the basement accommodation. This has been reflected on the plans/elevations/sections. The two 2 windows on the ground floor serving the commercial unit have decreased in height due to the bin stores being outside, they will also be non-opening to help with smell.
Side elevation windows – two existing side windows could be retained at current size: (i) ground floor kitchen window serving commercial unit, and (ii) first floor side	As discussed at the site visit, these two windows are shown as being retained at their existing size, and the amended elevation plans annotate them as obscure glazed in the interests of privacy for neighbouring occupiers at No. 53.

window to Bedroom 1 in Flat 4; these could be obscure glazed.	
Rear balconies / terraces – concern that first and second floor terraces were overlarge; request to reduce to width of patio doors and include privacy screens to each side.	The amended proposals reduce the rear terrace/balcony areas so that they are limited to the width of the patio doors, and privacy screens have been incorporated to the sides of these spaces.
Green roof / wider flat roof area – concern that residents could use wider roof area as extended terrace; no-access condition suggested.	The wider flat roof area remains designated as a green roof only, with no general amenity use proposed beyond the defined terrace areas. We would be content for a condition to control access/use of the remaining roof area if helpful.
Basement flat windows / venting to all flats – query raised following Housing Standards comments regarding controllable ventilation and whether openings could be tilt-and-turn.	The amended drawings respond to the ventilation comments by improving glazed openings and ventilation arrangements. Where required, the final window/door design can incorporate tilt-and-turn / secure ventilation functionality.
Light and air to basement flat – request that the existing rear basement doorway opening be replaced with a larger glazed window including smaller venting elements.	This has been addressed through the amended design, with the former rear basement doorway opening revised to provide a larger glazed opening with ventilation elements to improve light, air, and controllable ventilation to Flat 2.
Commercial use restrictions – E(a), E(c), E(e) and E(g).	The applicant is content with a condition restricting the commercial use to Class E(a), E(c), E(e) and E(g), consistent with the amended description of development.
Soundproofing condition – between commercial and residential uses.	The applicant is content with a sound insulation / soundproofing condition between the commercial and residential accommodation. Detailed build-up/specification can be provided at the appropriate stage or secured by condition if preferred.
Operational hours – 09:00 to 18:00 Monday to Sunday.	The applicant confirms agreement to a condition restricting commercial operating hours to 09:00–18:00 Monday to Sunday.
Noise from plant – request for agreement to condition to protect neighbouring and future occupiers.	The applicant confirms agreement to a condition requiring that noise from plant does not adversely affect the amenity of existing and future residents.
ASHP locations and details – locations to be marked on proposed plans/elevations and details provided.	The amended drawing set identifies the proposed ASHP locations. We have used NIBE units (no external unit required), which work with radiators. Link here: https://www.nibe.eu/en-gb/products/heat-pumps/exhaust-air-heat-pumps

Ecology comments / BNG – note ecologist comments and recommended conditions.

Thank you for forwarding the ecologist's comments. We note the recommended ecological conditions and understand that these, together with any BNG requirements, will be considered as part of the officer recommendation. The applicant would be content for appropriate ecology measures to be secured by condition where necessary.

Link to amended drawing pack:

<https://www.dropbox.com/scl/fo/7e0pyfa4hewdusua3hnma/AGnuhnWsckcBBdQX2ec9XPo?rlkey=8szudwvz6volgaf7tht7cee42&st=zth6rxu1&dl=0>

We therefore consider that the principal outstanding issues have now been satisfactorily addressed and would be grateful if you could review the enclosed package on that basis. We hope that the amendments will enable the application to proceed through the necessary reconsultation process and towards a positive determination.

We are, of course, happy to agree an appropriate extension of time to accommodate the readvertisement and consultation process and look forward to progressing the application with you.

I look forward to hearing from you.

Kind Regards,

Saskia Lower

Senior Planner, AssocRTPI

T 01903 248777

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