

From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: 15 September 2025 15:50:01 UTC+01:00
To: "Deborah Lynn" <Deborah.Lynn@midsussex.gov.uk>
Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Hi Debbie,

My client has decided to withdraw the application.

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397
From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: 02 September 2025 10:32
To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Hi Debbie,

I will pass this onto my client and take further instructions.

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397
From: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Sent: 02 September 2025 10:30
To: Clive Hawkins <design@clivehawkinsonline.com>
Subject: RE: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Dear Clive

I hope this e-mail finds you well.

I write with regards to the above planning application for external alterations to the building.

I note that the application has remained invalid on the Council's computer system for several months.

As previously advised, the Council is unable to determine the current application for external alterations to the building as the existing use of the building is not considered lawful, as the conversion works carried out do not comply with the prior approval application DM/21/0688. A revised retrospective application is therefore required to be submitted for the proposed conversion of the building to 6 no. studio flats with associated external alterations. As such, I would be grateful if the current application is withdrawn, with a view to submitting a revised planning application.

The Local Planning Authority should not keep planning applications on the planning register indefinitely. As such, please take this e-mail as written notice that unless I hear back from you by the 16th September 2025 to confirm withdrawal of the application, the planning application shall be disposed of as undetermined under S.40 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning
Planning Officer
Development Management
Tel: +44 (01444) 477323
deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Deborah Lynn
Sent: 09 January 2025 11:38
To: Clive Hawkins <design@clivehawkinsonline.com>
Subject: RE: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Dear Clive

Happy new year - I hope this e-mail finds you well.

Further to my last e-mail, please be advised that the current planning application will be made invalid as I am unable to determine the application on the basis of the current proposal.

As previously advised, as the prior approval application approved under DM/21/0688 does not appear to have been implemented, the application is required to be amended to include the proposed change of use of the office to 6 flats.

As no revised applications have been forthcoming for the development as constructed, I shall refer the matter to the Council's Planning Investigations Team.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning

Planning Officer

Development Management

Tel: +44 (01444) 477323

deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>

Sent: 02 December 2024 09:09

To: Clive Hawkins <design@clivehawkinsonline.com>

Cc: Tom Coll <Tom.Coll@midsussex.gov.uk>; planninginvestigations
<planninginvestigations@midsussex.gov.uk>

Subject: RE: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Hi Clive

First and foremost, your client needs to regularise the development as constructed.

My advice would be to obtain retrospective planning permission for the development as constructed and once granted, then consider further applications.

As I am unable to determine this current application, I would be grateful if you could withdraw this.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning
Planning Officer

Development Management

Tel: +44 (01444) 477323

deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Clive Hawkins <design@clivehawkinsonline.com>

Sent: 01 December 2024 14:22

To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>

Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Hi Debbie,

My client has always had the intention of applying for 2 extra floors of residential units on top of the property.

Since we are now making a full planning application for regularisation of the conversion would there be any problem about making the new application to include these extra units??

Clive

Clive Hawkins Architects,

Email: design@clivehawkinsonline.com

Tel: 01273 245249

Mobile: 07754801397

From: Clive Hawkins <design@clivehawkinsonline.com>

Sent: 14 November 2024 10:33

To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>

Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Thanks Debbie,

I've looked at the link you provided but, could n't work it out or find the info!!!

I will take instruction from my client.

Many thanks.

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397

From: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Sent: 14 November 2024 09:48
To: Clive Hawkins <design@clivehawkinsonline.com>
Subject: RE: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Dear Clive

Sorry for my delay in replying to you.

The figures quoted below for the 2019 application were for the development as a whole and not per flat.

You can use the links provided in the previous e-mail to establish the up to date contributions required for the development.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning
Planning Officer
Development Management
Tel: +44 (01444) 477323
deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: 12 November 2024 10:06
To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Ant thoughts on this, Debbie.

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397

From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: 06 November 2024 10:32
To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Dear Debbie,

Thanks you for your email of yesterday.

Can I just confirm (so that I can give my client the correct info) from your email below that the figures you show are the total for the 6 flats (they may have risen from these) NOT per flat?

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397

From: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Sent: 18 October 2024 15:18
To: Clive Hawkins <design@clivehawkinsonline.com>
Subject: RE: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Hi Clive

When planning application DM/19/1724 for the extension and conversion of the building to form 6 no. 1 bed flats was considered in 2019, the following infrastructure contributions were requested:

“County Council Contributions:

Education - Primary: No contribution required
Education - Secondary: No contribution required
Education - 6th Form: No contribution required
Libraries: £1,454
Waste: No contribution required
Fire & Rescue: No contribution required
No. of Hydrants: To be secured under Condition
TAD: £6,300

District Council Contributions:

Childrens playing space: No contribution required
Formal Sport: £4,243 (towards improvements to the cricket pitch and / or pavilion at St Johns Park)
Community buildings: £2,434 (to make improvements to the St Johns Park pavilion)

AND

Local Community Infrastructure: £2,760 (towards Burnside, Victoria Road, Burgess Hill)”

More up to date figures in respect of WSCC contributions can be found on the WSCC website at the following link: <https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/section-106-planning-obligations/#contributions-calculators> .

Further details in respect of Mid Sussex contributions can be found at the following link:
<https://www.midsussex.gov.uk/media/3614/development-infrastructure-and-contributions-spd.pdf> .

I hope that the above assists.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning
Planning Officer
Development Management
Tel: +44 (01444) 477323
deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: 17 October 2024 14:42
To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Subject: Re: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Good afternoon Debbie,

Could you give me some idea of how much the infrastructure contribution would be??

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397

From: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Sent: 16 October 2024 17:03
To: Clive Hawkins <design@clivehawkinsonline.com>
Cc: Tom Coll <Tom.Coll@midsussex.gov.uk>; planninginvestigations
<planninginvestigations@midsussex.gov.uk>
Subject: RE: Planning application DM/24/1590 - Americas House, 273 London Road, Burgess Hill

Dear Clive

Thank you for your e-mails.

Mid Sussex District Council does not operate CIL, however as the development concerns 6 no. residential dwellings, the development would be liable for infrastructure contributions which would be secured via a legal agreement.

Floor plans were not submitted with the application when originally submitted, so you provided the attached on the 23rd August, which I have now uploaded onto the online planning register.

As the proposed floor plans indicate that the prior approval scheme granted under DM/21/1620 has not been implemented, I am unable to determine the current application and remain of the opinion that this should be withdrawn and a full application submitted for the development as constructed.

I hope that the above clarifies matters.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning
Planning Officer
Development Management
Tel: +44 (01444) 477323
deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: Monday, October 14, 2024 3:30 PM
To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Subject: Re: Planning application DM/21/1620 - Americas House, 273 London Road, Burgess Hill

Dear Debbie,

I have looked through the application on your web site for DM/24/1590.

I cant see any plans of the as built only elevations.

Did I attach any plans to the application?

Clive

Clive Hawkins Architects,
Email: design@clivehawkinsonline.com
Tel: 01273 245249
Mobile: 07754801397

From: Clive Hawkins <design@clivehawkinsonline.com>
Sent: 14 October 2024 14:30
To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>
Subject: Fw: Planning application DM/21/1620 - Americas House, 273 London Road, Burgess Hill

Dear Debbie,

I have enquired with my client with regard to the removal of the Shrubs at the above.

It would appear that they have taken the request from West Sussex CC(email below) to cut back the vegetation literally.

With regard to your request to withdraw the application etc, if we make a full application will CIL be charged and how much will that be?

This could determine the decision on whether to withdraw the application.

Thanks.

Clive

Clive Hawkins Architects,

Email: design@clivehawkinsonline.com

Tel: 01273 245249

Mobile: 07754801397

From: Stuart Condie <Stuart.Condie@westsussex.gov.uk>

Sent: 22 July 2021 11:30

To: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>; aysha@fchi.co.uk <aysha@fchi.co.uk>

Cc: Clive Hawkins <design@clivehawkinsonline.com>; Nick De Sousa <nick.desousa@westsussex.gov.uk>

Subject: RE: Planning application DM/21/1620 - Americas House, 273 London Road, Burgess Hill

Hi Deborah

The vegetation does not look like it has been cut back and remains a safety issue for pedestrians crossing Victoria Way.

Nick – could you please contact the landlord with the usual letter saying that WSCC will charge if no action is taken?

Thanks

Stuart

Stuart Condie

County Councillor for Burgess Hill North

West Sussex County Council, County Hall, Chichester, PO19 1RQ

Email: stuart.condie@westsussex.gov.uk

Phone: 0330 222 3027

From: Deborah Lynn <Deborah.Lynn@midsussex.gov.uk>

Sent: 11 June 2021 16:22

To: aysha@fchi.co.uk

Cc: Clive Hawkins <design@clivehawkinsonline.com>; Nick De Sousa <nick.desousa@westsussex.gov.uk>; Stuart Condie <Stuart.Condie@westsussex.gov.uk>

Subject: Planning application DM/21/1620 - Americas House, 273 London Road, Burgess Hill

Dear Sir / Madam

I have received correspondence today from the Highways Department at West Sussex County Council and the local County Councillor, raising concerns regarding overgrown vegetation at the above site and potential impact upon highway visibility.

I would be grateful if arrangements could be made for vegetation to be trimmed back.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning

Planning Officer

Development Management

Tel: +44 (0)1444 477323

deborah.lynn@midsussex.gov.uk (mail to deborah.lynn@midsussex.gov.uk) <http://www.midsussex.gov.uk>

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