

Anna Tidey

From: [REDACTED]
Sent: 06 February 2026 16:13
To: Anna Tidey
Cc: [REDACTED]
Subject: Re: DM/25/2840 - Draft conditions for Chilcotts, Whitemans Green, Cuckfield.

Thanks Anna, this is appreciated.

Please can we extend our planning approval date by a further 2 weeks (20th of February 2026) and in this time we will provide the relevant pre commencement condition information to you and Emily with hopefully enough information and time for you to review, and approve.

Myself and Matt will lead on correspondence going forwards.

Thank you,
Aimee

Sent from my iPhone

On 6 Feb 2026, at 15:39, Anna Tidey <anna.tidey@midsussex.gov.uk> wrote:

Dear Aimee

Thank you for your email.

You do have the option to agree a further Extension of time to allow for full consideration of the outstanding matters, ie to address and supply the information that is required by each of the draft conditions and pre commencement conditions, if you wish. I am still able to accept further submissions from you at this stage. Any submitted information will need to be reviewed and discussed with Emily Wade.

The quality and detail of the information that is provided will determine whether 2 weeks is sufficient time to address these matters. Can you clarify who I should contact ...Do you intend to do this yourself, with Matt, or to leave this to your Agent, Kate?

Whatever is decided now, I have to advise you that a decision cannot be made today as I have been unable to pass my recommendation report through to a Senior Officer today, and will not expect them to look at this so late in the day. They need a reasonable time to read, correct (if necessary) and review my report. This can only occur once the pre commencement conditions have been agreed in writing by yourself. I am sorry but I am afraid that the report review and sign off will now have to wait until next week.

Please let me know how you want to take the matter forward.

Regards
Anna

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

Anna Tidey BA(Hons) MPhil MRTPI
Planning Officer
Development Management

Tel: +44 (0)1444 477342
anna.tidey@midsussex.gov.uk <http://www.midsussex.gov.uk>

<image001.png>

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[REDACTED]

Sent: 06 February 2026 15:15

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

[REDACTED]

Subject: Re: DM/25/2840 - Draft conditions for Chilcotts, Whitemans Green, Cuckfield.

[REDACTED]

Hi Anna,

Can I check if we were agree an extension of 2 weeks would this avoid the need for a discharge of conditions application?

Thank you,
Aimee
Sent from my iPhone

On 6 Feb 2026, at 11:59, Anna Tidey <anna.tidey@midsussex.gov.uk>
wrote:

Hi Aimee

Thank you for your call this morning and for your email confirming your agreement to the use timber windows in your proposed development.

I have now completed my draft report for DM/25/2840.

I attach a set of Draft planning conditions for your perusal. I propose that these conditions are attached to the approval, subject to Senior Officers signing off my report under the Council's delegation scheme. Please be aware that the conditions are in draft at this stage, and at this time the decision for DM/25/2840 is still pending.

I would like to be able to pass the planning application through for signing off today, and so I shall be grateful if you can respond by email to me to provide your agreement to the wording of the pre commencement conditions (Conditions 3, 4 and 6) as soon as possible, if that is convenient. Although I have provided you with the draft list in full **it is only the pre commencement conditions that require your agreement.**

If it is not possible for you to consider this matter today, please let me know and I will request your agreement to a further short Extension of time for the Decision Target date to next Monday 9th February 2026, to allow for their consideration over the weekend.

If there are any matters that you would like to discuss please call or email me.

Thank you.

Kind regards

Anna

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[REDACTED]

Sent: 06 February 2026 09:30

[REDACTED]

<anna.tidey@midsussex.gov.uk>

Subject: Re: DM/25/2840 - Windows for Chilcotts, Whitemans Green, Cuckfield.

[REDACTED]

Hi Anna,

Further to our call today. We agreed to change the material of our windows to timber as per your suggestion. We look forward to hearing more from you today.

Also please can the sample of the upvc window be left at reception for me to collect before close of business today.

Thank you,
Aimee
Sent from my iPhone

On 6 Feb 2026, at 09:23, Matt Longbottom
<mattlongbottom@googlemail.com> wrote:

Best wishes,
Matt

Begin forwarded message:

[REDACTED]

Date: 5 February 2026 at 18:01:42 GMT

[REDACTED]

Subject: Fwd: DM/25/2840 - Windows for Chilcotts, Whitemans Green, Cuckfield.

----- Forwarded message -----

From: Anna Tidey

<anna.tidey@midsussex.gov.uk>

Date: Thu, 5 Feb 2026 at 16:02

Subject: RE: DM/25/2840 - Windows for Chilcotts, Whitemans Green, Cuckfield.



Dear Matt, Amy and Kate

Further to yesterday's discussions, the window sample and colour submissions, I have received further advice and photos from Emily Wade this afternoon, following her visit to the office (and to see the windows that you are proposing to install at Chilcotts and in your proposed extension), as installed at Howdean in Cuckfield

The appearance of the windows are clearly not timber. Close up, the finish and sheen make it clear that they are uPVC, there are issues with the detailing: depth of the reveal, trickle vents and black spacer bars, which highlight their non-traditional nature.

Emily has sent me photos from her visit and unfortunately I am unable to support the choice of window material, finish or the 'Clay' colour for your proposal at Chilcotts. As my adviser Emily remains of the opinion that this is not a product which is generally suitable for use in a Conservation Area, such as at Whiteman's Green.

I shall continue to write my report for the recommendation to Refuse your application tomorrow when I return to the office.

Please contact me if you wish to reconsider the materials to include timber windows.

Regards

Anna

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Planning Officer

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<image001.png>

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

From: Matt Longbottom
<mattlongbottom@googlemail.com>
Sent: 04 February 2026 16:45
To: Anna Tidey
<anna.tidey@midsussex.gov.uk>
Cc: Emily Wade
<Emily.Wade@midsussex.gov.uk>
Subject: Re: DM/25/2840 - Windows for
Chilcotts, Whitemans Green, Cuckfield.

Hi Anna,

Yes, we absolutely had discussed the grey/green Painswick option as our preferred colour choice, but, having visited BSF today and collected the latest R9 brochure, my wife has changed her mind since our conversation and is opting for Clay. Before delivering to your offices (marked FAO Emily), I enclosed a hard copy of the latest brochure with the window sample and marked the colour swatch page for Emily to easily access. Apologies for the confusion/last minute change.

Is window colour a deciding factor, in addition to material?

Best wishes,

Matt

On Wed, 4 Feb 2026 at 16:09, Anna Tidey
<anna.tidey@midsussex.gov.uk> wrote:

| Dear Matt

Thank you for your email. I have copied Emily Wade into this reply so she is aware of what you are dropping into the office for her to review.

Sorry, I thought we had discussed the grey/green Painswick option, as your preferred colour choice?

I have reviewed the R9 colours (see link to brochure below) and there is no 'Clay' colour option?

Timber Effect Windows | R9 | Residence 9

<image002.png>

I await a colour swatch from you to confirm your choice.

Thank you.

Regards

Anna

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From: Matt Longbottom
<mattlongbottom@googlemail.com>
Sent: 04 February 2026 16:01
To: Anna Tidey
<anna.tidey@midsussex.gov.uk>
Subject: Re: FW: DM/25/2840 - Windows and rainwater goods for Chilcotts, Whitemans Green, Cuckfield.

Hi Anna,

Good to talk to you earlier. To confirm, our request is to go with Residence9 windows in "**CLAY**" - a change from what I originally specified.

The only sample we can get hold of is the correct material and grain in the English Oak colour, as below;

<image003.jpg>

<image004.jpg>

I'll be dropping the sample now with a hard copy of the brochure.

Best wishes,

Matt

On Wed, 4 Feb 2026 at 12:56, Anna Tidey
<anna.tidey@midsussex.gov.uk> wrote:

Dear Matt

Please see below the recent correspondence between myself and your Agent.

I am unable to progress a recommendation on your application for the reasons I have explained to Kate.

Please can you call me once you have read the email trail, as I am aware that the agreed Extension of time runs to this Friday, and I would like to resolve the window and rainwater goods issues as soon as possible.

Thank you.

Regards

Anna Tidey

Planning Officer

Submit your planning application online.

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

Anna Tidey BA(Hons) MPhil MRTPI

Planning Officer

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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: Anna Tidey
Sent: 04 February 2026 12:25
To: 'Arkitectly' <hello@arkitectly.co.uk>
Cc: Emily Wade
<Emily.Wade@midsussex.gov.uk>
Subject: RE: DM/25/2840 - Windows and rainwater goods for Chilcotts, Whitemans Green, Cuckfield.

Dear Kate

Thank you for your email.

I am sorry but it is not convenient for me to make a special visit to Apex Windows. Also, I had understood that the windows were being supplied by bsf windows? I have already spent time calling them, and was hopeful that they could point me to other local sites where the Residence 9 windows have been installed? I will not be calling Paul Donaldson.

It is for you/your clients to provide a sample of the specific window that has been submitted as part of their proposal, as I have already requested.

Please can I request again that you arrange to get a window sample with the white timber effect finish that your clients wish to install either to the site at Chilcotts or to the MSDC Oaklands Office in Haywards Heath for

myself and Emily to inspect. This can be returned back to the supplier after our consideration.

Alternatively please can you/your clients confirm whether the 'Residence 9' windows that were approved (as replacement windows for the white UPVC windows formerly installed) at Howdean have been installed? If so, I shall view them.

Please can you give me a timescale for this request to be actioned, and advise me if your clients will agree a further extension for the Decision Target date.

Please can you also answer my questions regarding the proposed Rainwater goods – Please can you confirm your client's intentions regarding the gutters and downpipes for use on the host building and on the proposed extensions and garage. Will they reconsider the use of painted metal in preference to plastic imitation designs? A planning condition could require that painted metal is used. This is not unusual in Conservation Areas. Please provide me with more information/a supporting financial breakdown.

I look forward to hearing from you.
Regards
Anna

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<image001.png>

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

From: Arkitectly <hello@arkitectly.co.uk>

Sent: 04 February 2026 11:45

To: Anna Tidey

<anna.tidey@midsussex.gov.uk>

Cc: Emily Wade

<emily.wade@midsussex.gov.uk>

Subject: Re: DM/25/2840 - Windows and rainwater goods for Chilcotts, Whitemans Green, Cuckfield.

Hi Anna,

Apex Windows, who provided the clients quote, are based in Haywards Heath and are very close to the MSDC offices. The business

owner, Paul Donaldson, has spoken in-person with you on previous projects and would be happy to do so again.

APEX

Paul Donaldson

67 Sussex Road

Haywards Heath

West Sussex

RH16 4ED

01444 416584

Regards,

Kate Hughes

<image005.png>

Tel: 01932 362802

Mob: 07301 256385

www.Arkitectly.co.uk

<image006.jpg>

On February 2, 2026 at 12:14 PM GMT
anna.tidey@midsussex.gov.uk wrote:

Dear Kate

Thank you for your email. I am aware that the agreed Extension of time date is approaching (06.02.2026) and I am keen to find out more about the finished appearance of the proposed 'Residence 9' windows **before I finalise my recommendation.**

Windows - I have been in discussion with Michael from bsf windows last Friday. I requested further product details and I have been sent a link to the online brochure.

Unfortunately, this is not enough information to convince me of the actual finish, depth and appearance of the windows, or their quality and appearance.

I am not able to visit the bsf windows Horley showroom. Please can you arrange to get a window sample with the white timber effect finish that your clients wish to install either to the site at Chilcotts or to the MSDC Oaklands Office in Haywards Heath for myself and Emily to inspect? Please can you give me a timescale for this to allow the Decision Target date to be adjusted, if necessary?

Alternatively please can you/your clients confirm whether the 'Residence 9' windows that were approved (as replacement windows for the white UPVC windows formerly installed) at Howdean have been installed? If so, I shall attempt to view them this week.

Michael suggested that he could provide addresses in the Mid Sussex District where the windows has been installed otherwise. Please can you follow this up with him and advise me of other sites where similar windows have been installed that I can view from a public vantage point?

Rainwater goods – Please can you confirm your client's intentions regarding the gutters and downpipes for use on the host building and on the proposed extensions and garage. Will they reconsider the use of painted metal in preference to plastic imitation designs? A planning condition could require that painted metal is used. This is not unusual in Conservation Areas. Please more information/a supporting financial breakdown.

I look forward to hearing from you.
Regards
Anna

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

<image001.png>

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

From: Arkitectly <hello@arkitectly.co.uk>

Sent: 28 January 2026 15:39

To: Anna Tidey

<anna.tidey@midsussex.gov.uk>; Matt Longbottom

<mattlongbottom@googlemail.com>

Cc: Emily Wade

<emily.wade@midsussex.gov.uk>

Subject: Re: Recommendation for DM/25/2840 - Chilcotts, Whitemans Green, Cuckfield.

Hi Anna,

Have you had a chance to speak with Emily regarding the bsf windows? I understand that 'Residence 9' windows have been approved in the conservation area before - application DM/25/1690 Howdean, High St, back in August 25.

https://www.bsfwindows.co.uk/residence-collection-windows/residence-9/?_gl=1*1wv3y0m*_up*MQ

I have also attached the quote from the installer, plus some images from their brochure showing the R9 windows in more detail.

Regards,

Kate Hughes

<image005.png>

Tel: 01932 362802

Mob: 07301 256385

www.Arkitectly.co.uk

<image006.jpg>

On January 19, 2026 at 4:40 PM GMT
anna.tidey@midsussex.gov.uk wrote:

Dear Kate

Thank you for your email.

I will aim to discuss the proposed **bsf window** product details with Emily Wade this week, and I will revert back to you. If this product cannot be supported, or a sample/further details required, I will let you know. In the meantime I intend to start to write my recommendation report by the end of the week.

With regards to the other points in your email:

Would this type of material be acceptable or could we not make the window specification & rainwater details a separate condition, that can be approved later, so that time can be taken to get something suitable, that you approve of?

This matter cannot be the subject of a planning condition. I refer to my comments in my email of 09.01.2026 – *‘the submitted plans for this application show that the existing Georgian style, multi-paned windows in the house are to be replaced with a new style of window to match those shown in the proposed extensions. The application form confirms that the proposed windows are to be of UPVC and the doors of UPVC and aluminium. In my opinion the proposed works that are the subject of this application include the proposed change to the windows in the existing house. I therefore consider the change in the window design in the existing house to be part of the proposed works for which planning approval is being sought.’*

Please note that the right-hand side of the property is south facing, so if timber is used here, there will be constant maintenance needed to keep them looking good. Could timber windows be specified on the front only? As a compromise?

The front, side (south facing) and rear elevations of the house are all open to public inspection from the adjacent public footpath and from the highway. I do not consider that UPVC windows are appropriate any elevation of this property, which is sited in the Whitemans Green Conservation Area, where planning policies seek to enhance the appearance and character of the area.

We are willing to work with you to resolve this issue, but my client is keen to start the build and not delay the application any further than necessary.

I can determine the application within the agreed timescale (ie, by 06.02.2026), but as it stands I will recommend that it is Refused, for the reasons I have expressed in my email of 09.01.2026. The design advice that has been provided by Emily Wade and myself is consistent from the preapplication stage to now. Please advise your clients to reconsider their material choices, amend their plans and application form accordingly.

Thank you.
Regards
Anna Tidey
Planning Officer

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

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

<image001.png>

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From: Arkitectly <hello@arkitectly.co.uk>
Sent: 16 January 2026 13:01
To: Anna Tidey
<anna.tidey@midsussex.gov.uk>; Matt Longbottom
<mattlongbottom@googlemail.com>
Cc: Emily Wade
<emily.wade@midsussex.gov.uk>
Subject: Re: Recommendation for DM/25/2840 - Chilcotts, Whitemans Green, Cuckfield.

Hi Anne,

Thankyou for your response.

My client is in the process of contacting manufacturers to get some quotes for the windows and provide you with more detail. There are many high quality UPVC windows these days which imitate period timber windows very closely, such as this example below:

https://www.bsfwindows.co.uk/residence-collection-windows/residence-9/?_gl=1*1wv3y0m*_up*MQ

Would this type of material be acceptable or could we not make the window specification & rainwater details a separate condition, that can be approved later, so that time can be taken to get something suitable, that you approve of?

Please note that the right-hand side of the property is south facing, so if timber is used here, there will be constant maintenance needed to keep them looking good.

Could timber windows be specified on the front only? As a compromise?

We are willing to work with you to resolve this issue, but my client is keen to start the build and not delay the application any further than necessary.

Regards,

Kate Hughes

<image005.png>

Tel: 01932 362802

Mob: 07301 256385

www.Arkitectly.co.uk

<image006.jpg>

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<Draft conditions DM252840 Chilcotts, Cuckfield .pdf>

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