

Anna Tidey

From: [REDACTED]
Sent: 07 July 2026 14:12
To: Anna Tidey
Cc: Emily Wade
Subject: Re: Request for window confirmation - DM/26/1241 - Blackbirds, Bramble Hill, Balcombe

Dear Anna,

Happy to confirm that we will go with your requirement for the new gable window.

Thanks,

Emma

Subject: RE: Request for window confirmation - DM/26/1241 - Blackbirds, Bramble Hill, Balcombe

Dear Emma
Thank you for your email. I note the contents.

Emily Wade (Conservation Officer) is currently on leave, returning on 13.07.2026, but she has already expressed her requirement for the new front gable window **to be in timber**. Subject to your express confirmation on this one point (ie, to confirm the use of **a timber window, not upvc**, for the new Top floor front window) I will be able to issue a formal decision to approve this and all of the latest submitted details (as detailed in your email below) for your Discharge of condition application

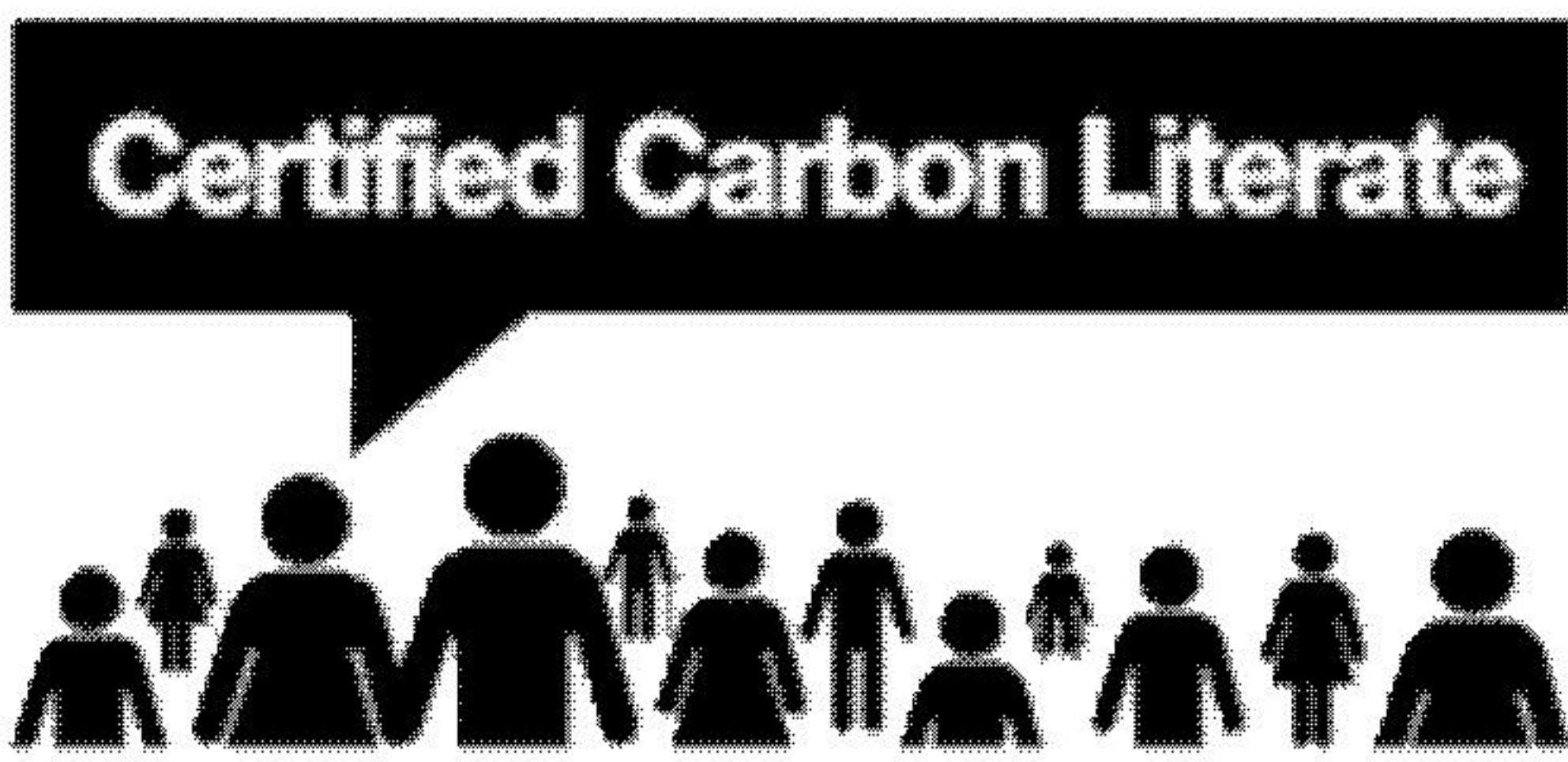
I look forward to hearing from you on the above matter to enable a positive decision to be issued.
Thank you.

Regards
Anna Tidey
Planning Officer

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

Anna Tidey BA(Hons) MPhil MRTPI
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- **SAVE A TREE** Only print this email if absolutely necessary.

Subject: Re: Request for information - DM/26/1241 - Blackbirds, Bramble Hill, Balcombe

Dear Anna,

Thank you for your email, and apologies for the delay in responding, your email got lost in my inbox.

I have reviewed the submitted application form and can see where clarification is required. Please see below in response to Emily's comments.

Render

The render remains as submitted: K Rend Silicone Thin Coat TC10, Pure White. I note that Emily has confirmed this is acceptable.

Rear sliding doors

The rear sliding doors remain as submitted: aluminium sliding doors by Arkay Windows, colour RAL 9011 Graphite Black. I note that Emily has confirmed these details are acceptable.

Front door and sidelights

To clarify, the proposed front door is timber, with a Sapele painted frame. The framing to the sidelights will also be timber, painted to match the door/frame finish. Any reference to aluminium for the front door is incorrect/in error.

Side elevation / kitchen window

The application form refers to a "New Kitchen Window"; however, this related to an earlier kitchen design option. We are no longer proposing a window on this side elevation as part of the

kitchen/family room design. Therefore, no new aluminium kitchen/family-room window is proposed in this location, and this item can be disregarded for the purposes of Condition 3.

Top floor front window

We note the Conservation Officer's comment that the existing windows to this elevation are believed to be painted timber. To clarify, the top floor front window is a new opening, there is no existing window in this location to be replaced.

All other windows and doors to the front elevation are timber, painted to match. For this new opening, we propose a white matt wood-effect / woodgrain foil uPVC window, with profile, proportions and external appearance selected to closely match the appearance of the surrounding timber windows.

This is intended as a more sympathetic alternative to the previously listed aluminium window, while remaining proportionate given the modest scale and high-level/top-floor position of the opening.

The proposed unit would also provide strong thermal performance and would meet or exceed the required glazing U-value standard for the works. It would therefore offer a practical, durable and energy-efficient solution while maintaining a traditional painted-timber appearance externally.

A bespoke timber window in this location would be disproportionately costly in the context of the works, and we consider that the proposed white matt wood-effect uPVC window would sit comfortably within the front elevation and preserve the character and appearance of the property.

Should the Council nevertheless consider that the top floor front window must be timber in order for Condition 3 to be discharged, we would be willing to amend this single item to painted timber to avoid refusal of the application. However, our proposed specification remains the white matt wood-effect uPVC window set out above, which we consider to be visually appropriate and proportionate in this location.

I hope the above clarifications enable Condition 3 to be discharged.

With best wishes,

Emma

Subject: Request for information - DM/26/1241 - Blackbirds, Bramble Hill, Balcombe

Dear Emma

I refer to the email I sent to you on 24th June 2026, which is reproduced below.

I note that have received no further information from you and the Decision Target Date is approaching. I will have to issue a decision on or before 13th July 2026.

I look forward to hearing from you on the above matters to enable a positive decision to be issued.

Thank you.

Regards

Anna Tidey

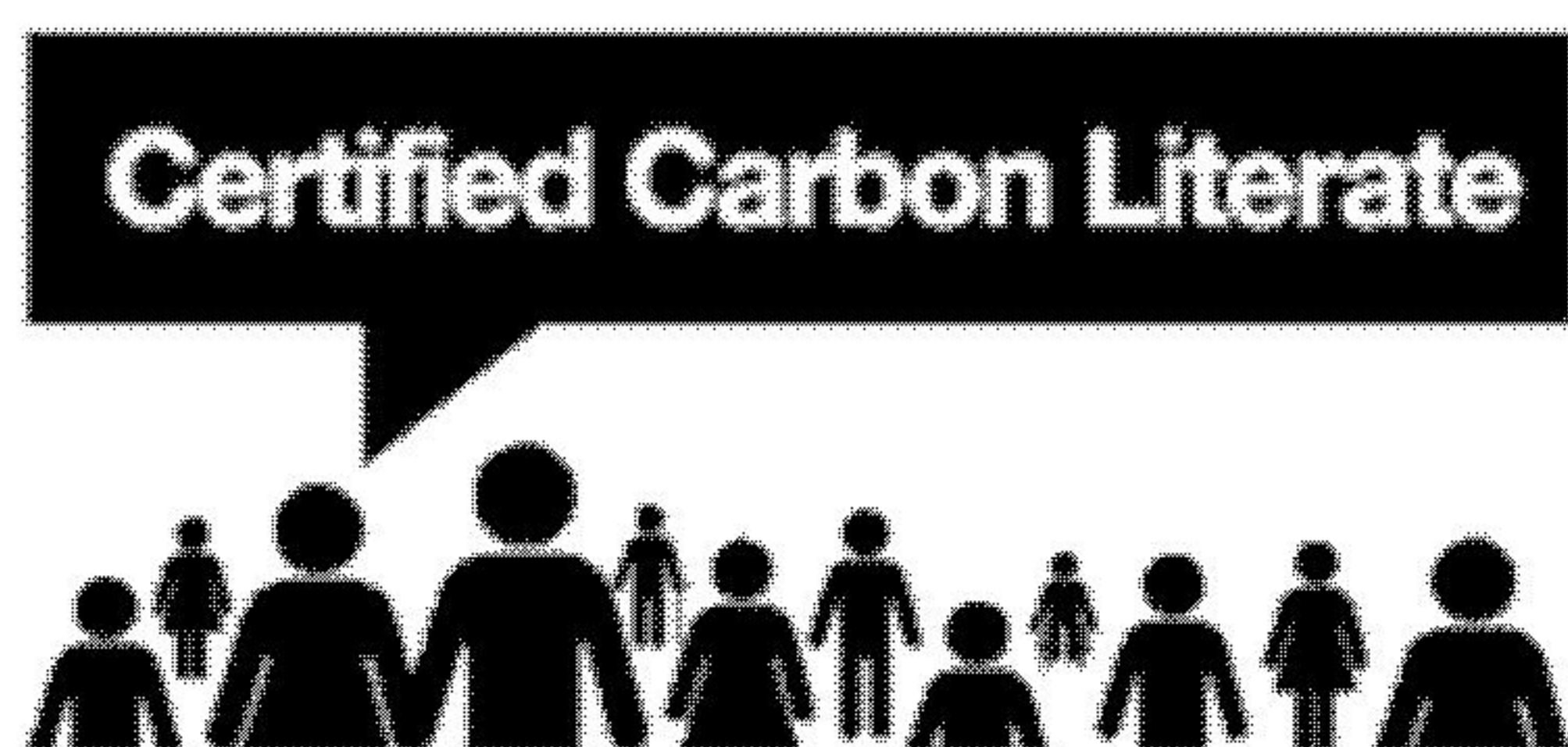
Planning Officer

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Subject: Conservation Officers comments - DM/26/1241 - Blackbirds, Bramble Hill, Balcombe

Dear Emma

Please see below the comments that I received yesterday from Emly Wade (Conservation Officer) regarding your application to Discharge Condition 3 of DM/25/0873, which reads:

3. Notwithstanding the details shown on the plans hereby approved no development shall be carried out unless and until details of the proposed colour finish for the new wall render finish and details of the materials and finish for the new windows and doors have been submitted to and approved by the Local Planning Authority. The works shall be carried out in accordance with the approved details unless otherwise agreed with the Local Planning Authority in writing.

Reason: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality and to accord with Policies DP26 and DP35 of the Mid Sussex District Plan 2014 - 2031 and Policy 3 of the Balcombe Neighbourhood Plan.

As you can see Emily agrees to the proposed Render colour and finish and the details provided for the Rear sliding doors to the extension. However I am unable to discharge Condition 3, as we require clarification regarding:

- The proposed materials for the Front door, which would be preferable in timber, with timber framing for the side lights. Please can you provide the proposed details?

- Confirmation of the existing window materials on the side elevation of the house, to determine acceptability of a new aluminium window (to serve the family room, as annotated on the Proposed Floor Plans). As you can see Emily has a preference for a timber window.
- It is expected that the Top floor front window would be in timber.

I note that the Decision Target Date for your application is 13.07.2026.

I look forward to hearing from you on the above matters to enable a decision to be issued.

Thank you.

Regards

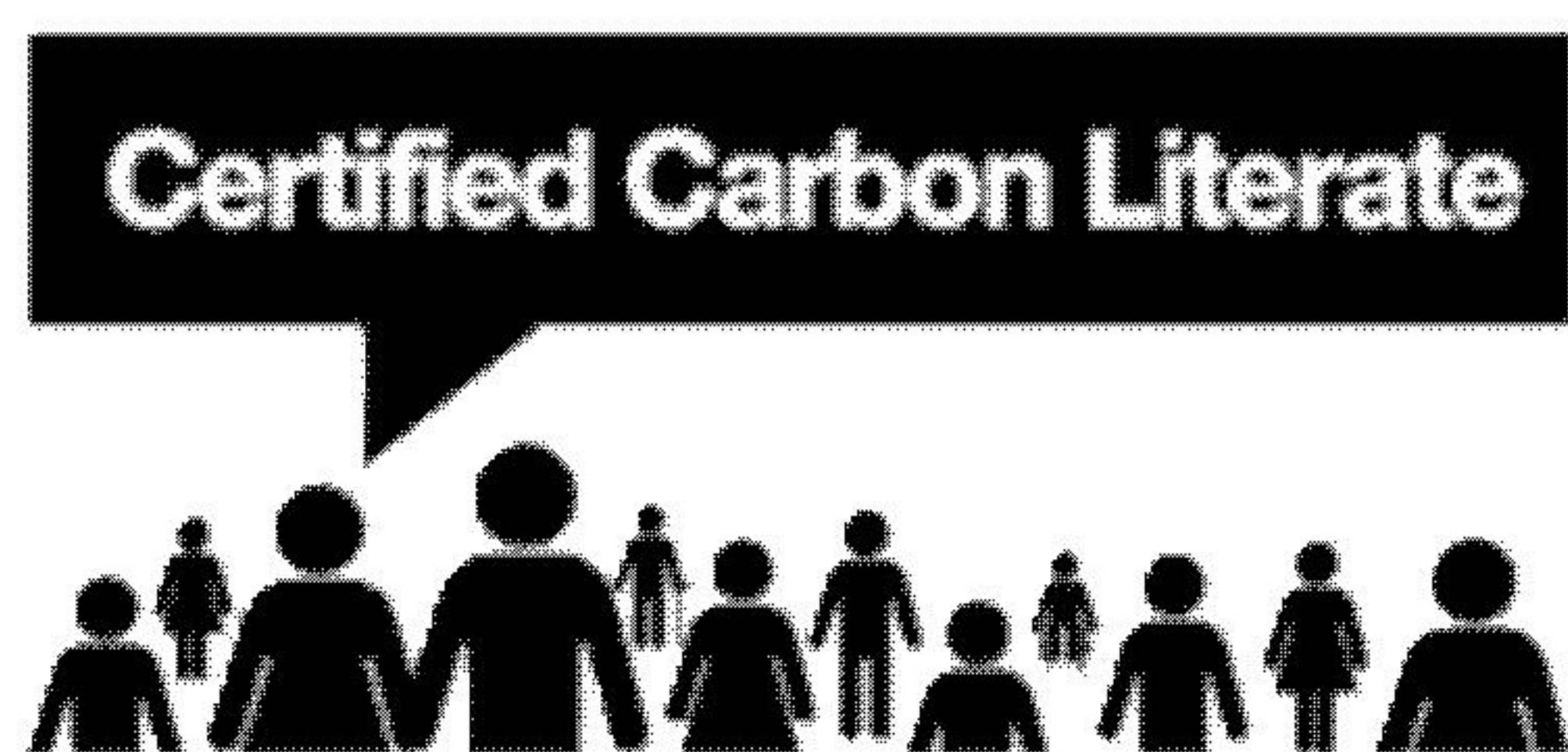
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- SAVE A TREE Only print this email if absolutely necessary.

From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 23 June 2026 15:54
To: Anna Tidey <anna.tidey@midsussex.gov.uk>
Subject: DM/26/1241 Blackbirds, Bramble Hill, Balcombe

Hi Anna

Comments on the above discharge of condition application.

Condition 3 of DM/25/0873

Render colour and finish- The details as submitted are acceptable.

Windows and door materials and finish:

Front door- the submitted manufacturer's spec is for a timber door, but the covering letter mentions aluminium. This requires clarification- we would expect timber in this context. Can the applicant also please confirm that the framing material to the side lights will be timber.

Rear sliding doors to the extension- the details as submitted are acceptable.

Kitchen window- The acceptability of an aluminium window in this position will depend on the nature of the existing windows to this elevation. If they are timber, we would expect the new window to also be timber.

Top floor front window- This window is to the façade of the house. From memory, the existing windows to this elevation are painted timber. We would expect the new window to also be in this material.

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>

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