

Katherine Williams

From: [REDACTED]
Sent: 16 January 2026 14:21
To: Katherine Williams
Cc: David Mcleod
Subject: RE: DM/25/1316 Birch House, Courtmead Road, Cuckfield
Attachments: 0224.P02B GARAGE-Model.pdf

Good afternoon Katherine

Thank you for your advice/update on our clients application.

Emily has stated *"I have no objection to the proposed new garage in terms of its scale or location"*. However she has also stated *"subject to detail which can be reserve by condition. However, the use of uPVC fascia and barge boards will be unacceptable in this context and should be amended to painted timber."*

She also states:

"I would recommend the following conditions:

- Details of roofing and facing materials*
- Brickwork to match existing to the house in colour, texture and bonding pattern, and in colour, texture and style of pointing*
- Rainwater goods to be of painted metal*
- Detailed hard and soft landscaping plan, to include elevational details of the proposed new retaining wall, and details of materials to the wall and to any new or altered hard landscaping."*

Accordingly I offer the following advice:

1. Our clients submitted annotated revised drawing P02A clearly states the roof tiles are to be plain tiles to match the house roof.
2. Our clients submitted annotated revised drawing P02A clearly states the face brickwork is to be provided as stock bricks to match the house external walls.
3. I would confirm when we initially visited the property we noted a house RWP was black uPVC.
4. Our clients submitted annotated revised drawing P02A clearly shows the height/location of the existing brick retaining wall to be partially removed and rebuilt to match the existing.

The revised submitted site location and site layout drawings SP06A & SP04A also show the

area of wall to be removed and the area to be rebuilt, which I confirm is to be in a matching brick to match the existing.

5. I would confirm when we surveyed the forecourt/garage area of the property we noted the existing surface was a permeable gravel finished. Therefore the new area of forecourt will be installed to match with a permeable gravel finish.
6. With regard to Emily's comments that uPVC fascias & barge boards are not acceptable please find attached a copy of our amended drawing P02B, on which I have also added the height of the existing/proposed replacement retaining wall.

I believe the above fully responds to the issues raised. However please advise if you require anything further?

Regards

Graham Middle

Principal

BA (Hons). Dip Arch. RIBA. CIOB. CIH.

L.M. Associates Ltd

Tel: 01444 484711

www.lm-associates.co.uk



From: Katherine Williams [mailto:Katherine.Williams@midsussex.gov.uk]

Sent: 16 January 2026 12:10

Subject: FW: DM/25/1316 Birch House, Courtmead Road, Cuckfield

Dear Graham,

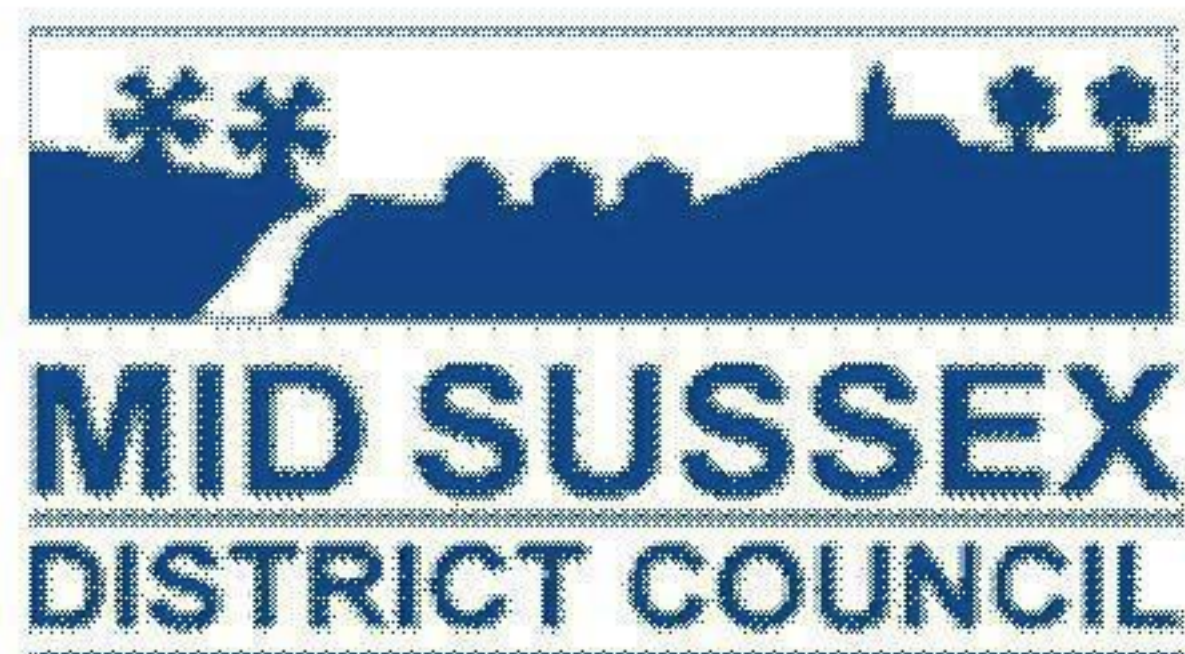
Please see the below comments from Emily Wade on this application.

Can you confirm the materials for the retaining wall and any new hardstanding.

Kind Regards

Katherine Williams BSc (Hons) MSc

Senior Planning Officer
Mid Sussex District Council
01444 477214
www.midsussex.gov.uk



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From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 14 January 2026 14:35
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Subject: RE: DM/25/1316 Birch House, Courtmead Road, Cuckfield

Hi Katherine

Further comments on the above planning application, following the receipt of revised plans.

We now have a further proposed site plan and a tree protection plan, with positive comments from the Council's Tree Officer. On this basis I have no objection to the proposed new garage in terms of its scale or location, which I would consider to preserve the character and appearance of the Conservation Area, subject to detail which can be reserve by condition. However, the use of uPVC fascia and barge boards will be unacceptable in this context and should be amended to painted timber.

Subject to the above amendment and further detail to be required by condition, the proposal is considered to preserve the character and appearance of the Conservation Area, meeting the requirements of District Plan Policy DP35 and the relevant paragraphs of the NPPF.

I would recommend the following conditions:

- Details of roofing and facing materials
- Brickwork to match existing to the house in colour, texture and bonding pattern, and in colour, texture and style of pointing
- Rainwater goods to be of painted metal
- Detailed hard and soft landscaping plan, to include elevational details of the proposed new retaining wall, and details of materials to the wall and to any new or altered hard landscaping

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>

Emily Wade Ma MSc



From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 02 July 2025 17:01
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Subject: DM/25/1314 and 1316 Birch House, Courtmead Road, Cuckfield

Hi Katherine

Comments on the above planning applications.

Both applications affect the same property, Birch House, which is an unlisted detached dwelling set in extensive gardens within the Cuckfield Conservation Area. Although the itself house is relatively modern, and is not of any particular historical or architectural interest, the gardens make a positive contribution to the spacious and verdant character of Courtmead Road, which has a deliberately 'villagey' feel (ref. the Council's adopted character appraisal, Character Area 5 [Cuckfield Conservation Area Appraisal](#))

To consider the current proposals in turn:

DM/25/1314: Alteration and extension of an existing link between the house and converted garage, and extension at roof level of the former garage building.

These structures are attached to the north east corner of the house. Although the proposed extensions would result in some increase in height and bulk, in the context of the existing substantial house this is relatively minor, such that the garage and link will remain appropriately subservient to the main building. The impact on the character of the site, including the gardens around the house, and its contribution to the character and appearance of the wider Conservation Area, will be minor and acceptable.

I would however suggest that for clarity, existing and proposed roof plans should be provided, as these do not form part of the application submission and the roof forms are relatively complex.

Subject to these plans, this proposal is therefore considered to meet the requirements of District Plan Policy DP35 and the relevant paragraphs of the NPPF.

I would suggest the following conditions:

- Details of roofing and facing materials.
- New brickwork to match existing adjacent work in colour, texture and bonding pattern, and colour, texture and style of pointing.
- Detailed drawings, at an appropriate large scale, including sections and annotated to show materials and finishes of the following:
 - - typical examples of new windows and external doors; and

- - typical eaves detail to the extensions.
- New guttering and other external pipework shall be of painted metal.

DM/25/1316: Detached double garage

The proposed new double garage is shown set to the north west of the house, in a position where it is unlikely to be visually prominent from either Courtmead Road or Broad Street. However, as we do not have fully detailed existing and proposed site plans, showing the existing landscaping of the area, or the changes to this which would arise from the construction of the garage, it is currently difficult to fully assess the impact of the proposed new building in terms of the character of the gardens surrounding the property. As above, these gardens make a positive contribution to this part of the Conservation Area.

On site, we observed that there are a number of sizeable trees in the vicinity. Although the impact on these would be considered primarily by the Council's Tree Officer, it should be noted that any loss of or harm to trees may also be considered to detract from the character and appearance of the Conservation Area. These trees are likely to be visible from the adjacent roads, as well as adjacent properties.

Further information is therefore required relating to this proposal, including fully detailed existing and proposed site plans, and a Tree Report with corresponding response from our Tree Officer, before I would be able to assess the impact on the character and appearance of the Cuckfield Conservation Area.

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.
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Emily Wade Ma MSc
Conservation Officer
Planning Services
Tel: +44 (0)1444 477385
emily.wade@midsussex.gov.uk <http://www.midsussex.gov.uk>



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