

From: Emily Wade
Sent: 13 July 2026 09:03:56 UTC+01:00
To: "Richards, Harry" <Harry.Richards@atkinsrealis.com>
Subject: RE: St Mark's CofE Primary School, Staplefield - Roof Repairs

Hi Harry

I can confirm that in my opinion the additional works of repair to the flat roofed area shown will not affect the special architectural or historical interest of the building, and as such a further application for listed building consent will not be required.

Kind regards,

Emily Wade

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



From: Richards, Harry <Harry.Richards@atkinsrealis.com>
Sent: 13 July 2026 08:55
To: Emily Wade <emily.wade@midsussex.gov.uk>
Subject: Re: St Mark's CofE Primary School, Staplefield - Roof Repairs

Hi Emily,

Thank you for getting back to me on this, and I hope you enjoyed your leave?

Please see roof report.

The extent of repair is to overlay one layer of felt to the entirety of the modern extension which currently houses the school kitchen. This is the entirety of the purple area on the roof plan of the attached.

If you require any further information, please do not hesitate to reach out and I will do my best to source this.

Kind Regards,

Harry Richards BSc (Hons) MRICS

Chartered Building Surveyor
Buildings & Places
Building Surveying,

Tel: +44 2071 212706 **Mob:** +44 7585 884177 [LinkedIn](#)

Nova North, 11 Bressenden Place, Westminster
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From: Emily Wade <emily.wade@midsussex.gov.uk>

Sent: 13 July 2026 8:28 AM

To: Richards, Harry <Harry.Richards@atkinsrealis.com>

Subject: RE: St Mark's CofE Primary School, Staplefield - Roof Repairs

Hi Harry

Thank you for your email, an apologies for the delay in reply, I have been on leave.

Can you please provide further information in the form of an annotated photograph or roof plan to show the location and extent of the work which is proposed? Hopefully on receipt of this I will be able to confirm that the works constitute limited sympathetic repair not requiring the benefit of listed building consent.

Kind regards,

Emily Wade

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From: Richards, Harry <Harry.Richards@atkinsrealis.com>
Sent: 07 July 2026 09:21
To: Emily Wade <emily.wade@midsussex.gov.uk>
Cc: planninginfo <planninginfo@midsussex.gov.uk>; Stewart Morris <stewart.morris@westsussex.gov.uk>
Subject: St Mark's CofE Primary School, Staplefield - Roof Repairs

Hi Emily,

I hope you are well?

We have had an issue with delamination of the bitumen membrane at the above site, previously granted planning and listed building consent under DM/26/0273, DM/26/0272, DM/24/1052, DM/24/0694, and require the delamination to be cut out and a repair carried out to the felt roof finish.

Before we instruct these works to be carried out I wanted to ensure via the correct channels that this constitutes a repair rather than development requiring Listed Building Consent?

Kind Regards,

Harry Richards BSc (Hons) MRICS

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Building Surveying,

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