

**From:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Sent:** 19 May 2025 11:35:11 UTC+01:00  
**To:** "Rachel Richardson" <Rachel.Richardson@midsussex.gov.uk>  
**Subject:** RE: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Rachel

That's acceptable as shown,

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.

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

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



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**From:** Rachel Richardson <Rachel.Richardson@midsussex.gov.uk>  
**Sent:** 19 May 2025 11:30  
**To:** Emily Wade <Emily.Wade@midsussex.gov.uk>  
**Subject:** FW: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Emily,

I've just received this email.

Look forward to hearing from you.

Many thanks,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI  
Senior Planning Officer  
Development Management  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)  
01444 477 224

Please note I work part-time (usually over Monday to Thursday) and from home Monday to Wednesday.

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**From:** Simon Lambor <[simon@matsim.co.uk](mailto:simon@matsim.co.uk)>  
**Sent:** 19 May 2025 11:24  
**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Subject:** RE: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Rachel,

Sorry that was a typo, it is called Raj **Green** Sandstone slabs. Again it is the same used on other areas of the house and grounds already. The colouring from the supplier is as below

photos:



Kind regards,

Simon

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**From:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>

**Sent:** 19 May 2025 11:03

**To:** Simon Lambor <[simon@matsim.co.uk](mailto:simon@matsim.co.uk)>

**Subject:** FW: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Simon,

Please see Emily's comments below.

Can you please address the bit highlighted and reply accordingly.

I look forward to hearing from you in this regard.

Many thanks,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI

Senior Planning Officer

Development Management

[www.midsussex.gov.uk](http://www.midsussex.gov.uk)

01444 477 224

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**From:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>

**Sent:** 19 May 2025 10:58

**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>

**Subject:** RE: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Rachel

The further window details are acceptable.

The landscaping details are acceptable with the exception of the material to the terraces and steps adjacent to the folly, where Raj Grey Sandstone is proposed. In this rural context we would expect to see materials which are sympathetic to the traditional, vernacular materials of the area in their nature and colour palette, so that although sandstone would be appropriate in itself we would expect to see a warmer sandy or buff tone rather than grey. It would be helpful if in proposing an alternative the applicant could also provide photos or a link to the product.

Thanks,

Emily

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Emily Wade Ma MSc

Conservation Officer

Planning Services

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**From:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Sent:** 19 May 2025 10:47  
**To:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>  
**Subject:** FW: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Emily,

Please see attached.

I look forward to hearing from you.

Many thanks,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI  
Senior Planning Officer  
Development Management  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)  
01444 477 224

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**From:** Simon Lambor <[simon@matsim.co.uk](mailto:simon@matsim.co.uk)>  
**Sent:** 19 May 2025 10:19  
**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>; Andy Lambor <[andrew@matsim.co.uk](mailto:andrew@matsim.co.uk)>  
**Subject:** RE: Greentree Hall, High Street, Balcombe DM/24/3079

Dear Rachel,

Condition 4 - Please find 1<sup>st</sup> attached section plans for the details.

Condition 6 – Please find 2<sup>nd</sup> attached landscape plan showing proposed hard landscaping materials for the terraces and steps immediately surrounding the structure. And the path we propose using a low intervention stabilisation grid to retain the grass but allow for access. Surface to existing farm access ride unaltered.

Kind regards,

Simon

Simon Lambor  
Director



Matsim Properties Ltd  
Sussex House  
Crowhurst Road  
Hollingbury  
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BN1 8AF  
T. 01273 284009  
M. 07495 555372  
Registered in England co. regn. no. 3118421  
[www.matsim.co.uk](http://www.matsim.co.uk)

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**From:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Sent:** 14 May 2025 10:21  
**To:** Simon Lambor <[simon@matsim.co.uk](mailto:simon@matsim.co.uk)>; Andy Lambor <[andrew@matsim.co.uk](mailto:andrew@matsim.co.uk)>  
**Subject:** FW: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Simon,

Please see Emily's comments below.

Please can you respond accordingly.

I look forward to hearing from you when convenient.

Kind regards,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI  
Senior Planning Officer  
Development Management  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)

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**From:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>  
**Sent:** 13 May 2025 16:48  
**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Subject:** RE: Greentree Hall, High Street, Balcombe DM/24/3079

Hi Rachel

Looking at the further information provided:

Condition 3 Materials  
The details provided are acceptable

Condition 4 Windows and doors  
The details provided, which are standard manufacturer's specs for the window ranges proposed, show a number of different glazing bar and frame profile options- we need details of the specific design which it is proposed to use in this instance. No details of depth of reveal have been provided.

Condition 6 Landscaping plan  
The fencing and gates as proposed are acceptable. W.r.t. hard surfacing the landscaping plan submitted shows a path running across from the main house entrance drive to the southern side of the folly- is this not to be hard surfaced? Also, there is what appears to be a circular terrace to the folly's northern side- is this not also hard landscaping? Can the applicant also please confirm whether the surface to the existing farm access track is to be altered or upgraded?

Thanks,

Emily

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Conservation Officer  
Planning Services  
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**From:** Simon Lambor <[simon@matsim.co.uk](mailto:simon@matsim.co.uk)>

**Sent:** 13 May 2025 15:36

**To:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>; Andy Lambor <[andrew@matsim.co.uk](mailto:andrew@matsim.co.uk)>

**Cc:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>

**Subject:** RE: Greentree Hall, High Street, Balcombe DM/24/3079

Dear Rachel,

Following on from your call and e-mail please see comments below and various attachments.

Condition 3: Materials

Whilst the materials described may be acceptable in principle can the applicant please provide a fully detailed materials schedule including full manufacturer's specification and images for each product, to allow us to make a properly informed assessment.

***Please find product spec.'s attached for the Vandersanden Hailsham Mixture brick and various for the Acanthus stone cast: <https://www.acanthuscaststone.co.uk/technical-information/>***

***Code 5 lead work for the cupola roof covering with a hand-made lead finial. We have a very good lead worker who is trusted on the most important buildings nationally.***

***Image of the same Vandersanden Hailsham Mixture and Acanthus Stone detailing on the completed house.***



Condition 4: Windows and doors inc depth of reveal

The drawings as provided are missing glazing bar detail and depth of reveal (sectional drawings will be needed in both cases).

***Section drawings attached last.***

Condition 5: Rainwater goods painted metal

Noted that the rainwater goods will be concealed within the structure of the building.

***Confirmed. None proposed.***

Condition 6: Hard and soft landscaping scheme (inc tree protection measures)

From a heritage perspective I would not object to the landscaping plan as shown, however we would need to see details of materials for any new hard landscaping, and elevations annotated to show materials of any new retaining walls, fences and gates.

***No hard landscaping or retaining walls. The existing farm ride track to the folly is to be retained and used as the main access to and from. The product spec attached for the 900mm high estate fencing and single gate proposed to allow for the wild flower meadow creation.***

Kind regards,

Simon

Simon Lambor  
Director



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M. 07495 555372  
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[www.matsim.co.uk](http://www.matsim.co.uk)

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**From:** Rachel Richardson <[Rachel.Richardson@midsussex.gov.uk](mailto:Rachel.Richardson@midsussex.gov.uk)>  
**Sent:** 06 March 2025 12:03  
**To:** Simon Lambor <[simon@matsim.co.uk](mailto:simon@matsim.co.uk)>; Andy Lambor <[andrew@matsim.co.uk](mailto:andrew@matsim.co.uk)>  
**Cc:** Emily Wade <[Emily.Wade@midsussex.gov.uk](mailto:Emily.Wade@midsussex.gov.uk)>  
**Subject:** Greentree Hall, High Street, Balcombe DM/24/3079

Hi both,

Apologies, Emily (Conservation Officer) replied on 17<sup>th</sup> February. Please see below:

To respond to the information submitted w.r.t. heritage/design related conditions:

Condition 3: Materials

Whilst the materials described may be acceptable in principle can the applicant please provide a fully detailed materials schedule including full manufacturer's specification and images for each product, to allow us to make a properly informed assessment.

***Please find product spec.'s attached for the brick work and the Acanthus stone.***

Condition 4: Windows and doors inc depth of reveal

The drawings as provided are missing glazing bar detail and depth of reveal (sectional drawings will be needed in both cases).

Condition 5: Rainwater goods painted metal

Noted that the rainwater goods will be concealed within the structure of the building.

***Confirmed. None proposed.***

Condition 6: Hard and soft landscaping scheme (inc tree protection measures)

From a heritage perspective I would not object to the landscaping plan as shown, however we would need to see details of materials for any new hard landscaping, and elevations annotated to show materials of any new retaining walls, fences and gates.

***No hard landscaping, retaining walls, fences or gates proposed. The existing farm track to the folly is to be retained and used.***

Please reply accordingly,

Kind regards,

Rachel.

**Rachel Richardson** Bsc (Hons) DIP TP MRTPI

Senior Planning Officer

Development Management

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