

From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 24 March 2026 13:40:36 UTC+00:00
To: "Anna Tidey" <anna.tidey@midsussex.gov.uk>
Subject: RE: DM/25/3210 - Nos 11-14 Hett Close, Ardingly

Hi Anna

Yes, this is sufficient detail to avoid the condition.

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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<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: Anna Tidey <anna.tidey@midsussex.gov.uk>
Sent: 24 March 2026 12:22
To: Emily Wade <Emily.Wade@midsussex.gov.uk>
Subject: FW: DM/25/3210 - Nos 11-14 Hett Close, Ardingly

Hi Emily

Please can you review the attached submitted details and confirm if these overcome the requirement for a condition for them to be submitted post decision?

Thank you
Anna

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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>



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From: Archway Planning <planning@archwaybc.co.uk>
Sent: 24 March 2026 09:58
To: Anna Tidey <anna.tidey@midsussex.gov.uk>
Cc: Chris Belton <cbelton@archwaybc.co.uk>
Subject: RE: DM/25/3210 - Nos 11-14 Hett Close, Ardingly

Good morning Anna,

Thank you for your email.

Please find attached updated drawings for 11-14 Hett Close as per your email below.

Kind regards,

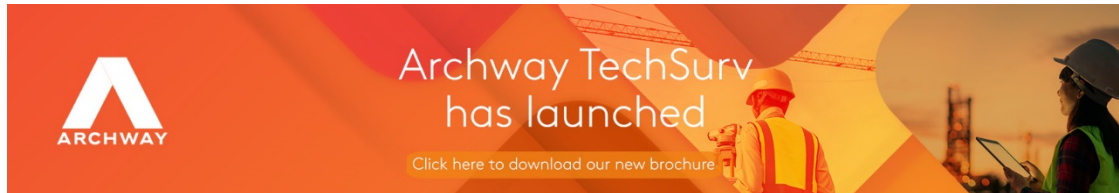
Laura Hanton

PA to Chris Belton BSc (Hons) MRICS

For and on behalf of Archway Building Consultancy



3rd Floor, The News Building,
3 London Bridge Street,
London SE1 9SG
Tel: 0203 960 7486 / 07365 534352
Email: LHanton@archwaybc.co.uk
Website: www.archwaybc.co.uk



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From: Anna Tidey <anna.tidey@midsussex.gov.uk>
Sent: 19 March 2026 14:59
To: Archway Planning <planning@archwaybc.co.uk>
Subject: RE: DM/25/3210 - Nos 11-14 Hett Close, Ardingly

Good afternoon Laura

Thank you for your email.

I can confirm that the expiry date for neighbours to comment was yesterday, 18.03.2026.

The revised Site Notice allows comments until next Wednesday, 25.03.2026.

I have received no comments or objections to the proposal to date.
The Decision Target Date is 27.03.2026.

Yesterday I received the attached comments from Emily Wade, Conservation Officer. Emily has recommended a planning condition is attached to an approval to require:

- *'Detailed elevational and sectional drawings, at an appropriate large scale, annotated to show materials and finishes, of typical examples of new windows and doors. Your drawings should show glazing bar detail as appropriate.'*

Should you wish to provide such details at this stage a pre commencement planning condition could be avoided (which would require a further application to discharge the condition, which will incur an application fee of £86, rising to £89 from 01.04.2026), see Form 40 on the MSDC website, [Apply for Planning Permission - Mid Sussex District Council](#) . This could be avoided if you wish to submit the detailed information before the current application is determined.

Please can you advise me how you wish to proceed?

Thank you.

Regards

Anna

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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>



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From: Archway Planning <planning@archwaybc.co.uk>

Sent: 19 March 2026 13:33

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

Subject: FW: DM/25/3210 relating to Nos 11-14 Hett Close

Hi Anna,

Would it be possible to have your feed back for the Planning Application DM/25/3210 relating to Nos 11-14 Hett Close please.

Kind regards,

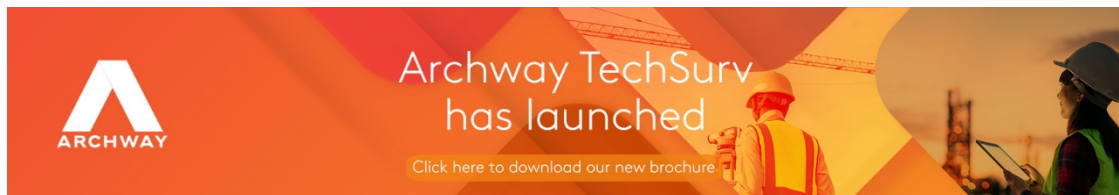
Laura Hanton

PA to Chris Belton BSc (Hons) MRICS

For and on behalf of Archway Building Consultancy



3rd Floor, The News Building,
3 London Bridge Street,
London SE1 9SG
Tel: 0203 960 7486 / 07365 534352
Email: LHanton@archwaybc.co.uk
Website: www.archwaybc.co.uk



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From: Archway Planning

Sent: 25 February 2026 11:53

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

Cc: Chris Belton <cbelton@archwaybc.co.uk>

Subject: DM/25/3210 relating to Nos 11-14 Hett Close

Hi Anna,

Please find attached updated amended documents for DM/25/3210 relating to Nos 11-14 Hett Close.

Kind regards,

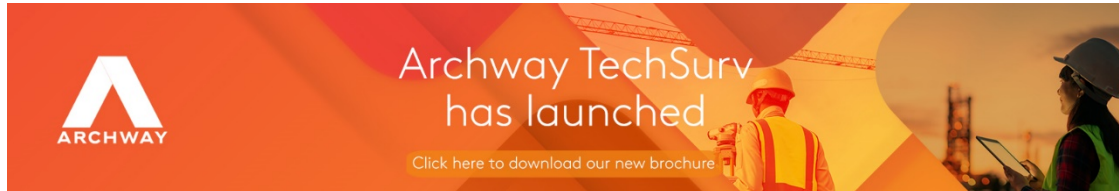
Laura Hanton

**PA to Daniel Griggs BSc (Hons) MRICS,
Chris Belton BSc (Hons) MRICS,
Joe Bennett BSc (Hons) MRICS and
John Grabowski BSc (Hons) MCIOB**

For and on behalf of Archway Building Consultancy



3rd Floor, The News Building,
3 London Bridge Street,
London SE1 9SG
Tel: 0203 960 7486 / 07365 534352
Email: LHanton@archwaybc.co.uk
Website: www.archwaybc.co.uk



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

Sent: 24 February 2026 10:12

To: Chris Belton <cbelton@archwaybc.co.uk>; Archway Planning <planning@archwaybc.co.uk>

Cc: Emily Wade <Emily.Wade@midsussex.gov.uk>; Tracie Axford <Tracie.Axford@midsussex.gov.uk>

Subject: RE: New Planning Application DM/26/0406 - 1,2,4,5,6,7,8,9 Hett Close has been submitted –
Reference: PP-14690988.

Dear Chris

Thank you for your email.

I can confirm that the application has been registered under reference DM/26/0406.

I note that it has been allocated to my colleague Tracie Axford, and I have copied her into this email for your/her information.

Tracie can be contact by email Tracie.Axford@midsussex.gov.uk, or by direct tel 01444 477325.

Whilst writing thanks you for the agreed Extension of time for DM/25/3210 relating to Nos 11-14 Hett Close to 13.03.2026, which I received from Laura Hanton, see attached, which I have noted. Please can I check on the progress of the amended plans for that application?

I look forward to hearing from you.

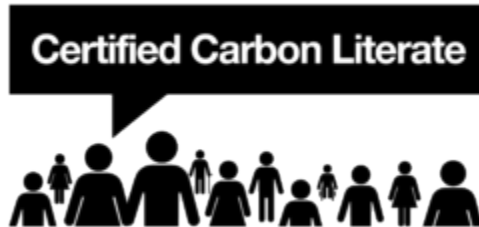
Regards

Anna

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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>



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From: Chris Belton <cbelton@archwaybc.co.uk>

Sent: 23 February 2026 08:41

To: Archway Planning <planning@archwaybc.co.uk>; Anna Tidey
<anna.tidey@midsussex.gov.uk>

Cc: Emily Wade <emily.wade@midsussex.gov.uk>

Subject: New Planning Application - 1,2,4,5,6,7,8,9 Hett Close has been submitted – Reference:
PP-14690988.

Dear Anna,

I hope that you are well.

Please do feel free to reach out to me directly once you have had the opportunity to review the above.

We have included photographs of the proposed sample windows within the submission and can also make these available for viewing at your office if you wish.

Kind regards,

Chris Belton BSc (Hons) MRICS

For and on behalf of Archway Building Consultancy

3rd floor, The News Building,

3 London Bridge Street,

London

SE1 9SG

Tel: 07545 922 536 / 0203 960 7486

E Mail: cbelton@archwaybc.co.uk

Website: www.archwaybc.co.uk

www.linkedin.com/in/ChrisBelton-ArchwayBC



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From: Archway Planning <planning@archwaybc.co.uk>

Sent: 18 February 2026 13:03

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

Cc: Emily Wade <emily.wade@midsussex.gov.uk>; Chris Belton <cbelton@archwaybc.co.uk>

Subject: FW: Conservation Officer and Planning Officer comments for DM/25/3210 - 11-14 Hett Close, Ardingly

Dear Anna,

Further to the emails below, I can confirm that the Planning Application for replacement windows and rear doors at 1,2,4,5,6,7,8,9 Hett Close has been submitted – Reference: PP-14690988.

Kind regards,

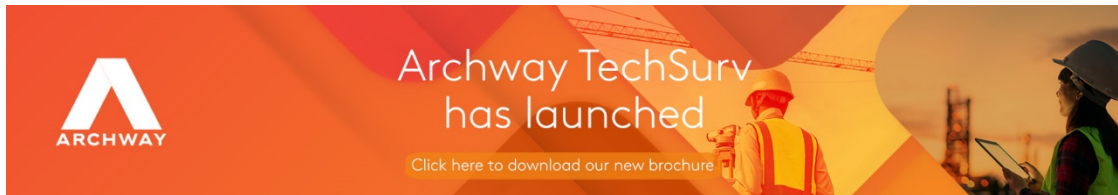
Laura Hanton

PA to Chris Belton BSc (Hons) MRICS

For and on behalf of Archway Building Consultancy



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3 London Bridge Street,
London SE1 9SG
Tel: 0203 960 7486 / 07365 534352
Email: LHanton@archwaybc.co.uk
Website: www.archwaybc.co.uk



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

Sent: 28 January 2026 15:29

To: Chris Belton <cbelton@archwaybc.co.uk>

Cc: Archway Planning <planning@archwaybc.co.uk>; Emily Wade <Emily.Wade@midsussex.gov.uk>

Subject: RE: Conservation Officer and Planning Officer comments for DM/25/3210 - 11-14 Hett Close, Ardingly

Dear Chris

Thank you for your email. I look forward to the receipt of the revised plans and supporting information for application DM/25/3210 for 11-14 Hett Close. Upon receipt I will arrange the readvertisement of the application, with an amended description, and request your agreement to an Extension of time date.

With regards to your question regarding the replacement of windows on other neighbouring houses at Nos 1,2,4,5,6,7,8,9 I suggest that you submit a preapplication enquiry to seek advice. However, if they are on the same original development site I would expect that the use of UPVC windows will be similarly resisted.

I look forward to hearing from you.

Regards

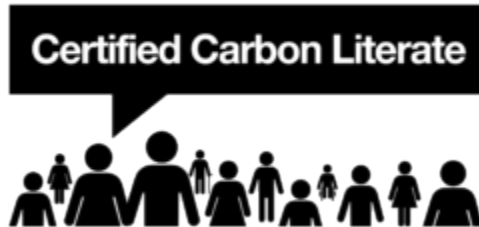
Anna Tidey

Planning Officer

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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>



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From: Chris Belton <cbelton@archwaybc.co.uk>
Sent: 28 January 2026 12:54
To: Anna Tidey <anna.tidey@midsussex.gov.uk>
Cc: Archway Planning <planning@archwaybc.co.uk>
Subject: FW: Conservation Officer and Planning Officer comments for DM/25/3210 - 11-14 Hett Close, Ardingly

You don't often get email from cbelton@archwaybc.co.uk. [Learn why this is important](#)

Hi Anna

Hope you're well. We are just in the process of amending the drawings for 1 to 14 Hett close.

My client is also looking at replacing the windows to the modern houses at number 1,2,4,5,6,7,8,9.

Given that these are more modern properties with uPVC facias and composite doors, we assume double glazed Heritage Style uPVC windows to match existing style (similar to the attached) would be acceptable?

I look forward hearing from you.

Kind regards,

Chris Belton BSc (Hons) MRICS

For and on behalf of Archway Building Consultancy

3rd floor, The News Building,

3 London Bridge Street,

London

SE1 9SG

Tel: 07545 922 536 / 0203 960 7486

E Mail: cbelton@archwaybc.co.uk

Website: www.archwaybc.co.uk

www.linkedin.com/in/ChrisBelton-ArchwayBC



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

Sent: 21 January 2026 10:35

To: Archway Planning <planning@archwaybc.co.uk>; Enquiries@Archwaybc <enquiries@archwaybc.co.uk>

Cc: Emily Wade <Emily.Wade@midsussex.gov.uk>

Subject: Conservation Officer and Planning Officer comments for DM/25/3210 - 11-14 Hett Close, Ardingly

FAO: Louise Brown and Chris Belton

Dear Louise and Chris

I write further to my attached email from Monday this week, which referred to your request for the addition of replacement rooflights into the application. I should have mentioned that in Conservation Areas a Conservation style roof light design is preferable.

Please see below the comments from the Council's Conservation Officer, Emily Wade, on the current application, which I received yesterday.

I note that Emily has advised that the submitted Design and Access Statement does not correctly identify that the site falls within the Ardingly Conservation Area, see paragraph 2.2. Please can this be corrected? The site is also within the High Weald AONB/National Landscape.

I note that Emily has raised an objection to the proposed use of UPVC windows and requests that the replacement windows and doors are instead double glazed and timber framed, of an appropriate design, with the prominent trickle vents omitted.

Following my visit to the site I have considered the submitted details for the application, ie. the Proposed Window Schedule, Matrix 70 Casements Sections and Specification sheet and Composite Door design sheet (which has no completed tick boxes to identify the proposed design or colour preference/s). I have also reviewed the planning history for the original development of the flats and houses on the site (under planning reference AR/037/94) and I note that the building materials were carefully controlled by planning condition 10, see attached Decision Notice.

I agree with Emily's assessment. I do not consider that UPVC is an appropriate material in Hett Close or in the Ardingly Conservation Area. I consider that the relevant planning policies for the area do not support the replacement of the existing timber framed windows with UPVC windows, and the proposed door design/colour/detail is also unclear from the submissions. UPVC and composite doors are not of a traditional material, and are unsuitable for a heritage setting. In making my assessment I am mindful of the open public views of the property, with others in Hett Close and in the street scene, and within the designated Conservation Area.

Planning policies that are relevant in the determination of your application are DP26 - Character and design and DP35 - Conservation Areas in the MSDC District Plan and Policy ARD 5 – Housing Design and Policy ARD 9 – Heritage Assets in the Ardingly Neighbourhood Plan. The wording of these policies can be found in the Planning Policy section on the MSDC website, see [Planning Policy - Mid Sussex District Council](#)

Also relevant is the advice contained in the MSDC Design Guide, see [Supplementary and Other Planning Documents - Mid Sussex District Council](#)

I have to consider the policy guidance in these documents, and the advice provided by Emily Wade in my assessment of the proposal.

I cannot support the use of UPVC windows, and I would like more detailed information of the proposed composite door, but preferably timber door details to be submitted. I hope that you can encourage your clients to reconsider their stance regarding both the proposed window and door materials and design before I make my recommendation on the application. As the application stands I intend to recommend that it is Refused, as I am unable to support the proposed inappropriate UPVC windows and have inadequate door details.

I will need to clearly justify my reasons for this decision in my recommendation report, which will require a detailed assessment of all elements of the submitted proposal.

I understand that your clients will want to think about my comments, and ask that you reply to me by the end of next week to explain how they would like to take this matter forward.

If your clients would like to amend the proposal, please advise me and submit alternative plans/application form and details to this email.

I await your reply.

Regards

Anna Tidey

Planning Officer

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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>



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From: Emily Wade <Emily.Wade@midsussex.gov.uk>

Sent: 20 January 2026 16:25

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

Subject: 11-14 Hett Close, Ardingly DM/25/3210

Hi Anna

Comments on the above planning application.

Firstly, I note that the submitted DAS comments that the site is not within a Conservation Area, which is incorrect and should be amended.

The application site is a small, modern apartment block located within the Ardingly Conservation Area. The block is part of a larger development also including ten houses which was granted planning permission in 1999, and which occupies part of the former grounds of Hapstead House, a large probably mid-19th century building, now converted to flats, which is located just to the south. Hapstead House is one of the oldest and certainly the largest buildings in this eastern part of the Conservation Area, and has some landmark value, being a focal point in views from the High Street along the original entrance driveway (now Hett Close). A small number of other historic buildings which were part of the Hapstead House estate also survive- the Lodge House adjacent to the High Street, and the former coach house to the north of the main building, now a residential conversion. These historic buildings have group value, and make individually and collectively a strong positive contribution to the character and appearance of the Conservation Area.

The late 20th century development of which 11-14 Hett Close is in close proximity to the historic house and coach house, and will have resulted in loss of part the original gardens. It is however relatively sympathetic in design and materials to the original buildings, which to an extent mitigates the harm to the setting of the historic buildings and the character and appearance of the Conservation Area arising from these factors. For example, timber has been used for the windows and doors to the building.

The current proposal is for the replacement of the existing timber windows with uPVC framed casements and the timber doors with composite units. In my opinion, the proposal is unacceptable in principle, as the use of these materials is not sympathetic to the Conservation Area or to the context of the adjacent historic buildings at Hapstead House and the former coach house. It would detract from the quality and consistency of

the development at Hett Close, and from the contribution which this makes to the character and appearance of the Conservation Area. I would recommend that the proposal is amended to indicate replacement double glazed timber framed windows and doors of an appropriate design. In regards of the windows, any amended proposal should also omit the prominent trickle vents shown on the submitted proposed drawings.

As it stands, I would consider the proposal harmful to the character and appearance of the Ardingly Conservation Area, contrary to the requirements of District Plan Policy DP35. In terms of the NPPF, I would consider the harm caused to be less than substantial, at the low-mid point of that scale, such that paragraph 215 will apply.

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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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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