

From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 28 September 2026 18:15:00 UTC+01:00
To: "Katherine Williams" <katherine.williams@midsussex.gov.uk>
Cc: "Ben Kirk" <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

Many thanks for your email.

I can confirm that I agree to your extension of time request until the 5th October.
However, if it is possible that this could be issued sooner than the 5th, it would be much appreciated.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
Suite 114
26 The Hornet
Chichester
West Sussex
PO19 7BB

E: rebecca@manorwood.co.uk
W: www.manorwood.co.uk
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From: Katherine Williams <katherine.williams@midsussex.gov.uk>
Sent: 28 September 2026 17:09
To: Rebecca Tier <rebecca@manorwood.co.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Becky,

Thank you for your email and confirming the pre-commencement conditions.

I would like to request an extension of time of a week from now (5th October) to allow the application to be determined in time, please let me know if this is acceptable.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
01444 477214

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Working together for a better Mid Sussex

From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 28 September 2026 11:05
To: Katherine Williams <katherine.williams@midsussex.gov.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

Many thanks for the update and very pleased to see that the consultees no longer raise any concerns.

I can confirm that we agree to the pre-commencement conditions detailed.

Please let me know if you need agreement for an updated extension of time for your delegated report to be drafted and signed off and for the decisions to be issued.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
Suite 114
26 The Hornet
Chichester
West Sussex
PO19 7BB

E: rebecca@manorwood.co.uk
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T: 07508261330



From: Katherine Williams <katherine.williams@midsussex.gov.uk>

Sent: 28 September 2026 10:51

To: Rebecca Tier <rebecca@manorwood.co.uk>

Cc: Ben Kirk <ben@manorwood.co.uk>

Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Dear Becky,

Thank you for your email, I have now heard back from both consultees who no longer raise objection subject to condition. These comments are attached.

Following this I would like to request the following pre-commencement conditions, please let me know if these are acceptable:

- The development hereby permitted shall not commence unless and until details of the proposed foul and surface water drainage and means of disposal have been submitted to and approved in writing by the local planning authority. No building shall be occupied until all the approved drainage works have been carried out in accordance with the approved details. The details shall include a timetable for its implementation and a management and maintenance plan for the lifetime of the development which shall include arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime. Maintenance and management during the lifetime of the development should be in accordance with the approved details.

Reason: To ensure that the proposal is satisfactorily drained and to accord with Policy DP41 of the Mid Sussex District Plan 2014 - 2031.

- Prior to any works which will impact the breeding / resting place of bats, shall not in in any circumstances commence unless the local planning authority has been provided with either:
 - a licence issued by Natural England pursuant to Regulation 55 of The Conservation of Habitats and Species Regulations 2017 (as amended) authorizing the specified activity/development to go ahead; or
 - evidence of site registration supplied by an individual registered to use a Bat Mitigation Class Licence; or
 - a statement in writing from the Natural England to the effect that it does not consider that the specified activity/development will require a licence.

Reason: To conserve protected species and allow the LPA to discharge its duties under the Conservation of Habitats and Species Regulations 2017 (as amended), the Wildlife & Countryside Act 1981 (as amended) and s17 Crime & Disorder Act 1998.

- Prior to commencement *A Biodiversity Enhancement Layout for biodiversity enhancements listed in the Ecological Impact Assessment (Ecosupport Ltd., November 2025) shall be submitted to and approved in writing by the local planning authority.*

The content of the Biodiversity Enhancement Strategy shall include the following:

- Purpose and conservation objectives for the proposed enhancement measures;*
- detailed designs or product descriptions to achieve stated objectives;*
- locations of proposed enhancement measures by appropriate maps and plans (where relevant);*
- persons responsible for implementing the enhancement measures; and*
- details of initial aftercare and long-term maintenance (where relevant).*

The works shall be implemented in accordance with the approved details shall be retained in that manner thereafter.

Reason: To enhance protected, Priority and threatened species and allow the LPA to discharge its duties under the NPPF and s40 of the NERC Act 2006 (as amended).

- No development shall be undertaken until samples of materials and finishes to be used for external walls and roofs have been submitted to and approved by the Local Planning Authority. The works shall then be carried out in accordance with the approved details unless otherwise agreed with the Local Planning Authority.

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 DP34 of the Mid Sussex District Plan.

- No development shall be carried out unless and until detailed drawings at an appropriate large scale, including sections, and annotated to show materials and finishes, of the mezzanine structure within the barn, and include the relationship with the retained historic timber frame of the building, have been submitted to and approved by the Local Planning Authority. The works shall then be carried out in accordance with the approved details unless otherwise agreed with the Local Planning Authority.

Reason: To preserve the special character of the building for the future and to accord with Policy DP34 of the Mid Sussex District Plan 2014 – 2031

- No development shall be carried out unless and until a detailed methodology, including as appropriate annotated drawing, a schedule of works and materials schedule, for the works of repair to the barn and stable have been submitted to and approved by the Local Planning Authority. The works shall then be carried out in accordance with the approved details unless otherwise agreed with the Local Planning Authority.

Reason: To preserve the special character of the building for the future and to accord with Policy DP34 of the Mid Sussex District Plan 2014 – 2031

- No development shall be carried out unless and until full details of both hard and soft landscaping, to include details of proposed new or altered hard landscaping, any new or altered fences, walls, gates or other boundary treatments, has been submitted to and approved in writing 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. Any trees or plants which, within a period of five years from the completion of development, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: In the interests of visual amenity and of the environment of the development and to preserve the special character of the area to accord with Policies DP26, DP34, and DP37 of the Mid Sussex District Plan.

- No development shall be carried out unless and until detailed drawings, at an appropriate large scale, including sections and annotated to show materials and finishes, of the following works have been submitted to and approved by the Local Planning Authority:
 - New windows and external doors. Your drawings should as appropriate show the relationship with surrounding retained historic fabric, depth of reveal, and glazing bar detail. (LBC only, to include internal doors).
 - New external shutters
 - Typical eaves detail to extensions and new buildings
 - Rooflights to the barn, to show relationship with retained historic fabric, and profile in relation to surrounding roofslope

The works shall then be carried out in accordance with the approved details unless otherwise agreed with the Local Planning Authority.

Reason: To preserve the special character of the building for the future and to accord with Policy DP34 of the Mid Sussex District Plan 2014 – 2031

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council

01444 477214

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Working together for a better Mid Sussex

From: Rebecca Tier <rebecca@manorwood.co.uk>

Sent: 21 September 2026 09:32

To: Katherine Williams <katherine.williams@midsussex.gov.uk>

Cc: Ben Kirk <ben@manorwood.co.uk>; Emily Wade <Emily.Wade@midsussex.gov.uk>

Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

Can I query whether you've had any comments back from Emily or the Drainage Engineer yet please?

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
Suite 114
26 The Hornet
Chichester
West Sussex
PO19 7BB

E: rebecca@manorwood.co.uk

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From: Katherine Williams <katherine.williams@midsussex.gov.uk>

Sent: 11 September 2026 16:29

To: Rebecca Tier <rebecca@manorwood.co.uk>

Cc: Ben Kirk <ben@manorwood.co.uk>; Emily Wade <Emily.Wade@midsussex.gov.uk>

Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Becky,

Thank you for your email.

I have consulted the flood risk and drainage team upon my return to work this week. I am also expecting Emily's comments shortly.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
01444 477214

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Working together for a better Mid Sussex

From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 07 September 2026 10:49
To: Katherine Williams <katherine.williams@midsussex.gov.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>; Emily Wade <emily.wade@midsussex.gov.uk>
Subject: FW: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

I hope you are well.

Please could you advise whether you, Emily and the Drainage Team have any comments regarding the information that Ben forwarded on the 23rd August?

We are keen to progress this application, so would be grateful for an update please.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
Suite 114
26 The Hornet
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West Sussex
PO19 7BB

E: rebecca@manorwood.co.uk
W: www.manorwood.co.uk
T: 07508261330



From: Ben Kirk <ben@manorwood.co.uk>

Sent: 23 August 2026 13:57

To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>

Cc: Emily Wade <Emily.Wade@midsussex.gov.uk>; Rebecca Tier <rebecca@manorwood.co.uk>

Subject: Re: DM/25/3028 - West House Farm Henfield Road Albourne

Katherine

Further to your call with Becky please find attached an updated note to expand further on the options considered for the barn and how the figures have been obtained and presented.

I am sending these over as Becky is on leave this week

In light of the updated NPPF publication last week we have also provide some commentary on this and how this relates to the proposal.

We have also included an updated drainage note to address the comments raised in that respect

Kind Regards

Ben Kirk

MSc Timber Building Conservation, IHBC

Managing Director

Manorwood

Suite 114

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E: Ben@manorwood.co.uk

W: www.manorwood.co.uk

T: [01243 201 102](tel:01243201102)

M: [07725 023 213](tel:07725023213)



From: Katherine Williams <Katherine.Williams@midsussex.gov.uk>

Sent: 11 August 2026 12:49

To: Rebecca Tier <rebecca@manorwood.co.uk>; Ben Kirk <ben@manorwood.co.uk>

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

Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Becky,

Thank you for your emails.

We are not available on Thursday, Emily will be on leave from Friday and I will be on leave upon her return. Therefore after this week we won't be available for a call until week commencing 7th September.

We would still like to chat this week, although appreciate that some of the questions may have to be reverted back to Ben for him to respond following the chat, but this might help with us setting out our questions and concerns.

Please let me know if this would be ok with yourselves and whether this can happen at 3pm tomorrow.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer

Mid Sussex District Council
01444 477214

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From: Rebecca Tier <rebecca@manorwood.co.uk>

Sent: 11 August 2026 11:41

To: Ben Kirk <ben@manorwood.co.uk>; Katherine Williams
<Katherine.Williams@midsussex.gov.uk>

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

Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

Thanks for your emails. It would be best for Ben to be present at the meeting as he was involved in obtaining the pricing.

Please let us know yours and Emily's availability for this Thursday.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
Suite 114
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West Sussex
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From: Ben Kirk <ben@manorwood.co.uk>

Sent: 10 August 2026 18:18

To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>

Cc: Rebecca Tier <rebecca@manorwood.co.uk>; Emily Wade <Emily.Wade@midsussex.gov.uk>

Subject: Re: DM/25/3028 - West House Farm Henfield Road Albourne

Katherine

I am afraid I am in a Planning Hearing all day Wednesday so it will either need to be Thursday or Becky will need to do the call without me

As I was involved in obtaining the pricing it is preferable that I am on the call to ensure you leave with the clarity you need

Kind Regards

Ben Kirk

MSc Timber Building Conservation, IHBC

Managing Director

Manorwood

Suite 114

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E: Ben@manorwood.co.uk

W: www.manorwood.co.uk

T: [01243 201 102](tel:01243 201 102)

M: [07725 023 213](tel:07725 023 213)



From: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Sent: 10 August 2026 14:16
To: Ben Kirk <ben@manorwood.co.uk>
Cc: Rebecca Tier <rebecca@manorwood.co.uk>; Emily Wade <Emily.Wade@midsussex.gov.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Ben,

Thank you for your email.

Unfortunately, we are not available at that time, but alternatively we are available at 3pm on Wednesday.

Kind regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
01444 477214

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From: Ben Kirk <ben@manorwood.co.uk>
Sent: 07 August 2026 17:24
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Cc: Rebecca Tier <rebecca@manorwood.co.uk>; Emily Wade <Emily.Wade@midsussex.gov.uk>
Subject: Re: DM/25/3028 - West House Farm Henfield Road Albourne

Katherine

I'd like to be on this call but have a busy day Tuesday with meetings

Would 4pm Tuesday be possible

I'll be on site but can join from there

Kind Regards

Ben Kirk

MSc Timber Building Conservation, IHBC
Managing Director

Manorwood
Suite 114
26 The Hornet
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PO19 7BB

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T: [01243 201 102](tel:01243 201 102)

M: [07725 023 213](tel:07725 023 213)

On 7 Aug 2026, at 17:03, Katherine Williams
<Katherine.Williams@midsussex.gov.uk> wrote:

Hi Rebecca,

Following my previous email I have discussed the proposal further with Emily; however, we are still having issues understanding the proposed figures. Could we have a call next week to go over the information provided? We are both available Tuesday afternoon next week, please let me know if this works for yourself.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
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<image001.png>
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From: Katherine Williams
Sent: 31 July 2026 09:22
To: 'Rebecca Tier' <rebecca@manorwood.co.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Rebecca,

Thank you for your emails.

I am expecting Emily's comments by the end of next week.

In terms of flood risk and drainage the Council uses external consultants who only provide written advice and would not be able to discuss the proposal on a call. It is recommended that any questions are put in writing so they can be addressed.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
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<image001.png>
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From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 30 July 2026 12:05
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

Thanks very much for forwarding on the drainage response. I have requested this from our drainage consultant.

Are you able to indicate when we will have the comments from Emily? We have been waiting for these for quite a while.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
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E: rebecca@manorwood.co.uk
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[<image002.jpg>](#)

From: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Sent: 30 July 2026 11:52
To: Rebecca Tier <rebecca@manorwood.co.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Becky,

Please see the attached comments from the Flood Risk and Drainage Team, who require further information.

I am awaiting comments from Emily which I am expecting in due course.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
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<image001.png>
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From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 21 July 2026 11:42
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

I see Ben responded to your query at the end of last week.

Please could you let me know on anticipated timescales for responses from Emily and the Drainage Team.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
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26 The Hornet
Chichester
West Sussex
PO19 7BB

E: rebecca@manorwood.co.uk
W: www.manorwood.co.uk
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[<image002.jpg>](#)

From: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Sent: 17 July 2026 16:29
To: Rebecca Tier <rebecca@manorwood.co.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Dear Becky,

Thank you for your email.

My apologies for the delay in comments received from Emily who has also been on leave. I have spoken to Emily who requires further clarification on one point before providing comments.

The below description of Options 5 and 6 although different wording appears to amount to the same works but resulting in different figures. Can it be explained clearly in layman's terms how the two options differ.

[<image003.png>](#)

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
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[<image001.png>](#)

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From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 06 July 2026 11:23
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Katherine,

I have been checking to see if Emily's comments have been uploaded yet online, but they haven't. I believe they were due last week.

Please could you provide me with an update on when you will be able to forward these to us.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
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26 The Hornet
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PO19 7BB

E: rebecca@manorwood.co.uk
W: www.manorwood.co.uk
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[<image002.jpg>](#)

From: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Sent: 26 June 2026 15:30
To: Rebecca Tier <rebecca@manorwood.co.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Hi Becky,

Thank you for your email and the update.

I have chased Emily for an update on her comments, which are expected next week.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
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<image001.png>
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From: Rebecca Tier <rebecca@manorwood.co.uk>
Sent: 22 June 2026 11:28
To: Katherine Williams <Katherine.Williams@midsussex.gov.uk>
Cc: Ben Kirk <ben@manorwood.co.uk>
Subject: RE: DM/25/3028 - West House Farm Henfield Road Albourne

Good morning Katherine,

Thank you for forwarding the flooding comments. Our drainage consultant is looking at this at the moment.

In the meantime, please could you provide an update on when Emily's comments will be received.

Kind regards,

Becky Tier BA (Hons) PG Dip MRTPI
Principal Planner

Manorwood
Suite 114
26 The Hornet
Chichester
West Sussex
PO19 7BB

E: rebecca@manorwood.co.uk
W: www.manorwood.co.uk
T: 07508261330

<[image002.jpg](#)>

From: Katherine Williams <Katherine.Williams@midsussex.gov.uk>

Sent: 10 June 2026 10:10

To: Rebecca Tier <rebecca@manorwood.co.uk>

Subject: DM/25/3028 - West House Farm Henfield Road Albourne

Dear Becky,

Please see the attached comments from the Flood Risk and Drainage Team, who require further information.

Kind Regards

Katherine Williams BSc (Hons) MSc

Senior Planning Officer

Mid Sussex District Council

01444 477214

www.midsussex.gov.uk

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