

**From:** Emily Wade  
**Sent:** 13 October 2025 09:37:41 UTC+01:00  
**To:** ""Tracy Perry"" <Tracy@jamesclague.co.uk>  
**Cc:** "Ryan Hagan" <ryan@er-productions.com>; "Katie Hagan" <katie@er-productions.com>  
**Subject:** RE: Tanyard Manor DM/25/2009

Dear Tracy

Thank you for your email and for your agreement to the condition, amended heritage statement, and point of clarification regarding the exposed rafters.

However, I believe we are still waiting on the revised plans mentioned in my email of 8<sup>th</sup> September and again in my email to you of 26<sup>th</sup> September- we are expecting revised elevational and roof plans to show the proposed approach to replacement coverings in case of each range/roof slope- i.e. disposition of new and reclaimed tiles, and the approach to the Horsham slate roofs, should the slate not be reusable in its entirety.

If you could please give me a timescale for the provision of these plans, we can agree an appropriate short extension of time off the back of this, which will give your client a clear indication of when a decision can be expected.

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.

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**From:** Tracy Perry <Tracy@jamesclague.co.uk>  
**Sent:** 10 October 2025 16:48  
**To:** Emily Wade <emily.wade@midsussex.gov.uk>  
**Cc:** Ryan Hagan <ryan@er-productions.com>; Katie Hagan <katie@er-productions.com>  
**Subject:** Re: Tanyard Manor DM/25/2009

Dear Emily,

The drawings already show the existing rafters are to be retained as exposed where this is the existing condition (refer to construction details 27900\_PL21).

The client would prefer the option to use the selected roof tiles and avoid a condition but as we wish to avoid any further delay, we accept this condition and do hope the approval can be quickly forthcoming.

I attach the updated Heritage Statement which is the only document which references the formation the enlarge roof hatch the C15th range, which is no longer proposed. This is not noted on the drawings.

We accept the condition for the Horsham slate tiles.

We trust this is sufficient to reach an approval?

Kind regards,



**Tracy Perry**

Associate

James Clague Arc  
hitects

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**From:** Emily Wade <[emily.wade@midsussex.gov.uk](mailto:emily.wade@midsussex.gov.uk)>  
**Date:** Friday, 10 October 2025 at 15:46  
**To:** Tracy Perry <[Tracy@jamesclague.co.uk](mailto:Tracy@jamesclague.co.uk)>  
**Cc:** Ryan Hagan <[ryan@er-productions.com](mailto:ryan@er-productions.com)>, Katie Hagan <[katie@er-productions.com](mailto:katie@er-productions.com)>  
**Subject:** RE: Tanyard Manor DM/25/2009

Dear Tracy

Thank you for your email and my apologies for the delay in response, which has been due to pressure of other work.

With respect to the outstanding points which we have been discussing:

- Thank you for the clarification regarding the rafters above bedroom 5 and the stair well. Yes, it would be helpful if the plans could be updated with a note to state this.
- In terms of the choice of tiles, I would be happy to add a condition along the lines below, but your client should be aware that work to this aspect of the project, i.e. the recovering of the roof, could not commence until the condition is approved. I have set out the timescale for an approval of condition application previously. If this is acceptable to them, I would suggest a condition worded as follows:
  - - *'Prior to commencement of work on the relevant part of the development, details including a sample panel of the proposed replacement roof tile(s) shall be submitted to/made available to view and approved in writing by the District Council.'*

*Reason: To preserve the special character of the building and to accord with Policy DP34 of the Mid Sussex District Plan.'*

I would be grateful for your confirmation that this is agreeable to your client.

- Thank you for your confirmation that a new or altered access hatch is not required. Can you please amend the application documents to remove mention of this work.
- If Horsham slate can be obtained from a reputable source, then it will be preferable to use this rather than replace the slate with tile. Yes, I think we would require details of provenance. Again, a condition could be employed:

*'Prior to commencement of work on the relevant part of the development, details of the proposed replacement Horsham stone slate including photographs and provenance shall be submitted to and approved in writing by the District Council.'*

*Reason: To preserve the special character of the building and to accord with Policy DP34 of the Mid Sussex District Plan.'*

Again, I would be grateful for your agreement to this condition, if this is your client's preferred approach.

We will need to receive the revised/updated plans/documents mentioned previously, to now include the additional points noted above re the rafters and hatch, before I can move forward to report writing and a decision. As the application is now over its target date, we will also need to agree a (hopefully brief) extension of time to allow for this. If you are able to let me know when you will be able to get the completed plans etc. to me I can suggest a revised target date- I should only need 2-3 days after receipt to write the report and have it reviewed and signed off by a senior officer.

With respect to the discharge of condition and hung tile applications, I will review these next week and get back to you.

Kind regards,

Emily Wade

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Emily Wade Ma MSc

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or call 0800 328 0280

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**From:** Tracy Perry-Stere <[Tracy@jamesclague.co.uk](mailto:Tracy@jamesclague.co.uk)>  
**Sent:** 06 October 2025 15:24  
**To:** Emily Wade <[emily.wade@midsussex.gov.uk](mailto:emily.wade@midsussex.gov.uk)>  
**Cc:** Ryan Hagan <[ryan@er-productions.com](mailto:ryan@er-productions.com)>; Katie Hagan <[katie@er-productions.com](mailto:katie@er-productions.com)>  
**Subject:** Re: Tanyard Manor DM/25/2009

Dear Emily,

Thank you for your response. I respond as follows:

|                                                                                   |                                                                                |                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Tracy Perry-Stere</b><br/>Associate<br/><br/>James Clague Architects</p> | <p>01227 649073<br/><a href="mailto:Tracy@jamesclague.co.uk">Tracy@jamesclague.co.uk</a><br/><a href="http://www.jamesclague.co.uk">www.jamesclague.co.uk</a><br/>Latchmere House, 26 Watling Street, Canterbury, Kent, CT1 2UD</p> |
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**From:** Emily Wade <[emily.wade@midsussex.gov.uk](mailto:emily.wade@midsussex.gov.uk)>  
**Date:** Friday, 26 September 2025 at 09:37  
**To:** Tracy Perry-Stere <[Tracy@jamesclague.co.uk](mailto:Tracy@jamesclague.co.uk)>  
**Cc:** Ryan Hagan <[ryan@er-productions.com](mailto:ryan@er-productions.com)>, Katie Hagan <[katie@er-productions.com](mailto:katie@er-productions.com)>  
**Subject:** RE: Tanyard Manor DM/25/2009

Dear Tracy

Thank you for your email and my apologies for the delay in reply, we are busy at the moment.

I note your responses to the various points raised and these largely meet my concerns, with just a couple of points outstanding:

- Please can you confirm that the intention w.r.t. Bedroom 5 and the stairwell, where rafters are currently exposed, that this will remain the case? A
- **Yes the intention is to retain exposed rafters where they exist at present I can reiterate this with a note on the drawing.**
- Are you able to provide details of the Keymer tile to be used at this stage? If not, a condition will be required, which could be worded as follows:  
*'Prior to commencement of work on the relevant part of the development, details of the replacement clay roof tile to be used shall be submitted to and agreed in writing by the Council'.*

If you could let me know whether this is acceptable, that will help speed matters up. I would agree with you that a peg tile is likely to be preferable, for the reasons you give.

I attach an image of a selection of tiles taken off the roof and a selection of Keymer tiles and Tudor Tiles for comparison. I confirm that we have identified the existing tiles are Kent peg format with a slight camber. The Tudor tiles shown are available in a wide range of colours from red to weathered and the camber appears similar to the existing. The Keymer antique peg seems the closest match in this range. We would like to suggest we select either The Keymer Peg in Antique or alternatively possibly a mix of the Tudor peg tiles to suit the colour, texture and camber of the existing salvageable tiles off the roof and subject to the number of tiles which have been deemed suitable to retain. Some further investigation by the client suggests the tiles are very friable upon removal and it is looking likely we would not blend old and new but rather reuse old on rear roof slopes and new to the front facing roof slopes subject to quantity. We suggest we would make up a small sample panel for approval and request this condition is worded to avoid being a pre-commencement condition if possible to avoid delay.

- I note your point regarding the access hatch and look forward to receiving the details of this. It will be helpful if these can include a commentary on the nature of the fabric effected as we would expect the work to avoid damage to historic fabric.
- The submitted document also shows the existing hatch which does not in fact require alteration.

If you can please provide the amended plans mentioned, and subject to the above points, I think we would be in a position to move forward to a decision on the current application. I note that your client has decided to submit a separate application for the hung tile, which I think is sensible.

With respect to the point regarding Horsham slate, I think the conventional approach of replacing any shortfall with an appropriate clay tile to the upper slopes is probably preferable to using reclaimed stone, which as you note can be of dubious provenance. Again, if a note to this effect could be added to the plans that would be helpful.

Noted, however, if my client is also to source new material from a reliable source would this option remain open or do you require details of provenance?

With respect to the ceiling finishes, I would also add a condition requiring that any which are taken down are replaced like-for-like, however this can be worded as a compliance condition rather than one requiring further information.

Fantastic, thank you

With apologies again for the delay on our side, if you are able to get the revised plans and (if possible) information on the tile to me in the early part of next week I should be able to issue a decision swiftly after this.

Agreed, thank you

I note your client's query regarding discharge of condition applications- as you know the target for these is 8 weeks. I will endeavour to get a decision to you as soon as possible within this time frame but due to pressure of other work I am afraid I can't offer any guarantees as to timings.

Thankyou, noted

I look forward to hearing from you,

Kind regards,

Emily Wade

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**From:** Tracy Perry-Stere <[Tracy@jamesclague.co.uk](mailto:Tracy@jamesclague.co.uk)>

**Sent:** 12 September 2025 17:26

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

**Cc:** Ryan Hagan <[ryan@er-productions.com](mailto:ryan@er-productions.com)>; Katie Hagan <[katie@er-productions.com](mailto:katie@er-productions.com)>

**Subject:** FW: Tanyard Manor DM/25/2009

Dear Emily,

Further to my previous comments I have now had the opportunity to discuss your response regarding the emergency repairs and the wall tile hanging with my clients and respond below.

They would be keen to understand how imminent the decision would be subject to your review of our response. They are likely to need several weeks to mobilise scaffolding and as such if the decision is likely within the next few weeks, this would give them much needed advance warning to secure weather protection at the earliest possible stage.

They confirm they will obtain some tiles as requested for consideration.

They would like to understand if the condition suggested for any required roof repairs would be discharged at the earliest possible convenience to allow for repairs and reinstatement to continue apace and without substantive delay (preferably not waiting the statutory 8 weeks?) We would be very pleased to engage directly with you on the works.

Finally, I confirm they wish to seek approval for the wall tiles in a new LBC application to avoid delay to the roof as the weather protection for the roof would serve to protect the walls where they are defective.

I look forward to your comments.

Kind regards,



**Tracy Perry-Stere**

Associate

James Clague Architects



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**From:** Tracy Perry-Stere <[Tracy@jamesclague.co.uk](mailto:Tracy@jamesclague.co.uk)>

**Date:** Thursday, 11 September 2025 at 11:09

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

**Subject:** Re: Tanyard Manor DM/25/2009

Dear Emily,

Thank you for your consideration of our client's request. I have held off answering your previous response regarding adding the wall tiling until we established the way forward with the roof repair as it may be that the application is sufficiently protracted to account for the emergency works approach to make sense to include it (and indeed the wall tiling may also warrant investigation under emergency works). I respond **in line in red** below:



**Tracy Perry-Stere**

Associate

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

**Date:** Monday, 8 September 2025 at 16:03

**To:** Tracy Perry-Stere <[Tracy@jamesclague.co.uk](mailto:Tracy@jamesclague.co.uk)>

**Subject:** Tanyard Manor DM/25/2009

Dear Tracy

Further to your email of 4<sup>th</sup> September regarding the roofing repairs at Tanyard Manor, I have now had a chance to review the information submitted with the current listed building consent application, and have the following queries which I hope you can help me with:

- As I understand it, the proposal with the majority of the roof slopes, which are clad with plan clay tile, is to strip the roof entirely and to then reclad the roof using as much of the existing tile as can be cleaned and reclaimed, with new clay tile to match to make up any shortfall, new bat friendly roofing membrane, insulation, and associated works. Approximately what proportion of the existing tiles do you estimate will be re-usable? Can you indicate where you would anticipate using any new tile- i.e. would you expect to mix this among the reclaimed tile on all of the affected slopes, or to prioritise recovering certain roof slopes with reclaimed tile and concentrate the new tile elsewhere? Can you provide details of the proposed new tile to make up any shortfall now (this would avoid a pre-commencement condition)?

**Your summary is correct. As my assessment is from drone survey I have not had the opportunity to inspect closely. It is not possible to determine the exact proportion of tiles which may need to be replaced until stripping occurs but at this stage I estimate 25-**

50%. There is spalling to the north slopes although not a lot of missing or cracked or slipped tiles (suggestive of nail fatigue). I am certain the roof was recovered in the mid C20th at least and there is a mix of tiles of varying camber and cross camber as well as texture reflective of later manufacturing techniques. There are some very dark tiles, which warrant further inspection and may be worth replacing. I think the C17th range should be prioritised over the C20th for reinstating historic tiles, rather than the principal elevations in this instance as the gable to the west forms a natural junction. The new tile is likely to be a Keymer traditional handmade tile. I believe the tiles are peg tiles but will need to check a loose tile on site and I will arrange for some to be delivered to site to match the colour, camber and cross camber. The roofing contractor has suggested Keymer Shire nibbed range suggesting they are the larger format but I haven't checked this and I would have reservations about recreating the undulating line of the tile tails evident in peg tiles with a nib tile so I'm likely to push for a nailed peg to allow for some variation in position. I suppose the assessment of the quality of the tiles may determine if we in fact use the existing tiles on the rear slopes or C20th wing if they are not considered of best quality in sufficient proportions. I am less keen on mixing unless a good match can be sourced.

- With respect to the single Horsham slate roof slope to the 15<sup>th</sup> century wing, approximately what proportion of the existing HSS do you estimate you will be able to retain and re-use? Where a shortfall occurs, I would agree that accepted practice is to introduce clay tile to the upper part of the slope, and would have no objection in principle to this, but again can you please supply details of the tile to be used (which I would assume would be the same as above)?

This is impossible to determine as it can be so friable on removal. The roofing contractor has suggested obtaining reclaimed material but my understanding is this is not preferred practice? I would welcome your view on this. The tiles if used would be as decided for the above.

- The proposed re-covering should be indicated on the proposed elevations and plans and it would be helpful if the above details could also be included as appropriate (i.e. location of new as opposed to reclaimed tile or HSS).

We can mark the plans up upon your further comment to my comments above.

- With respect to the Proposed Attic Loft Construction Key, just to make sure I am understanding this correctly, can you confirm that the proposed pitched roof attic treatment (options A and B) applies only to the existing habitable rooms within the 17<sup>th</sup> century part of the building, i.e. bedroom 5 and the associated bathroom, bedroom and dressing room (as labelled on the attic loft plan), depending on the structural capacity of the sarking boards?
- **Correct**
- The remaining parts of the roof, including the remainder of the roof over the 17<sup>th</sup> century wing and that lying over the 15<sup>th</sup> and 20<sup>th</sup> century wings would not be insulated under the roof but between and above the ceiling joists, as per the bottom detail on the Construction Key?
- **Correct**
- Can you also please confirm that to Bedroom 5, the bathroom, dressing room and stairwell the ceiling/skimming is entirely as the top detail to the Key, i.e. rafters

are currently concealed? I note that a plasterboard lining beneath the insulation is proposed, is the existing ceiling finish entirely plasterboard? I assume not as the existing section states that the ceiling finishes vary? Are there areas of lath and plaster surviving? N.B. that where lath and plaster survives, we would expect this to be replaced like-for-like.

- The rafters are exposed to bedroom 5 and the stairwell but underboarded to bedroom 6 (proposed dressing room and bathroom). Investigation has revealed this is modern machine sawn softwood lathes which were common by the end of the 19th century and most likely originating from the campaign of works in the early-mid C20th (photos attached). The plaster appears to be a haired lime plaster. This is evident to bedroom 5 in the walls where historic damage has occurred. We do not know for certain the finish to the ceilings to either rooms (underboarded and between rafters). We would replace in like for like and options A and B reflect this approach using breathable materials.
- A larger access hatch to the roof void above the 15<sup>th</sup> century wing is mentioned in the submitted Heritage Statement but does not appear to be shown on the plans- details of this should be provided and any impact on historic fabric noted.
- Thank you for noting this - we would like to create a more usable access hatch for maintenance and repair - I will forward details of the proposed hatch
- The specification of works within the Heritage Statement mentions possible repairs to the roof structure. Do you have any idea at present what the extent of this work is likely to be? Would you accept a condition requiring more information to be provided in respect of these repairs, bearing in mind that this may result in works being interrupted after the roof-covering is removed and the condition of the roof can be assessed? Such a condition could be worded along these lines (TBC):
  - - *'Prior to commencement of work on the relevant part of the scheme further details including an existing condition survey and full details of necessary repairs to the timber frame of the roof shall be submitted to and approved in writing by the Council. These details should as appropriate include plans, elevations, sections, and a schedule of works including details of methods and materials to be employed.'*
- We have not identified any specific repairs at this stage. I am mindful the sarking board may be structural in some fashion. Yes, this would be both reasonable and acceptable.

With respect to your request that these works be treated as Emergency Works under Section 9(3) of the Act, although I have watched the videos submitted by your client which do indicate that there is an issue with water penetration, as the current application has now passed the consultation period, and as we have no objection in principle to the works subject to the above clarifications and further information I do not currently feel that this is necessary or justified. It will be preferable if the above information can be submitted as quickly as possible; all being well a formal consent can then be issued and works can proceed in good time before the winter sets in. The current application target date is 8<sup>th</sup> October and provided that the information above is before us in a timely fashion I am confident that a decision can be issued within this timeframe.

I look forward to hearing from you,

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.

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Conservation Officer

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