

## **Deborah Lynn**

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**From:** [REDACTED]  
**Sent:** 28 June 2026 10:47  
**To:** Deborah Lynn  
**Subject:** Re: DM/26/0949 - Top Store, 101 South Road, Haywards Heath

Dear Deborah,

Thank you for your e-mail and for the further guidance provided.

Please find below the information requested:

### **Opening Hours**

The applicant confirms that the opening hours sought are those stated within the application. The store would only operate until 1:00am on Saturdays. The opening hours sticker currently displayed on the shop door will be amended accordingly.

In the meantime, until a decision has been issued, the store is currently closing at 10:00pm daily.

### **Air Conditioning Unit**

The applicant confirms that the existing air conditioning unit is switched off after 6:00pm each day.

### **Pavement Display Shelf**

The applicant agrees to remove the proposed pavement display shelf from the application.

### **CCTV**

The proposed CCTV arrangement consists of three cameras positioned at the front of the premises:

- One camera covering the area between Iceland and the opposite side of the road near Lloyds Bank;
- One camera covering the shop frontage and the area opposite the bakery premises;
- One camera covering the roadway and frontage area immediately adjacent to the neighbouring premises.

I trust the above assists. Please let me know if any further information is required.

Thank you again for your assistance and guidance.

Kind regards,

On Wed, 17 Jun 2026 at 12:27, Deborah Lynn <Deborah.Lynn@midsussex.gov.uk> wrote:

Dear Ms Wen Tok

I write with regards to the above application for a change of use of the premises, extended opening hours and use of a small section of pavement.

With regards to the opening hours sought, I have been made aware that the hours shown on the door of the shop differ from those set out in the application as on Friday nights the store is shown to be open until 1am instead of midnight as noted on the application form. Please can you confirm the opening hours sought by the applicant.

Please be advised that I have received the attached comments from the Council's Environmental Protection Officer, Jane Cooper, who has made reference to a previous planning permission (DM/16/4340) for an air conditioning unit that has been installed on the building. The following condition was imposed under that permission:

*"The approved air conditioning condensing unit shall not be used except between the hours of 07:00 and 18:00 Monday to Sunday.*

*Reason: To safeguard the amenities of neighbouring properties and to comply with Policy B3 of the Mid Sussex Local Plan and Policies DP24 and DP27 of the*

*Submission District Plan."*

Please can you confirm if your client intends to use this unit after the permitted hours. If so, an acoustic report will be required to be submitted to determine the impact of noise from the plant on neighbouring residents during the nighttime.

I have also received the attached comments from the Local Highways Authority at West Sussex County Council. They have raised an objection regarding the proposed display shelf on the pavement. In view of these comments, I would be grateful if plans could be amended to show this element removed from the application.

I note that a cctv camera is to be installed by the entrance to the shop unit; it would be helpful if details of the security camera could be provided.

I have also received comments from Sussex Police this morning, which are attached for your information.

I hope that the above assists but please get back to me should you have any queries.

Kind regards

Debbie.

Deborah Lynn BA(Hons) MSc Town Planning

Planning Officer

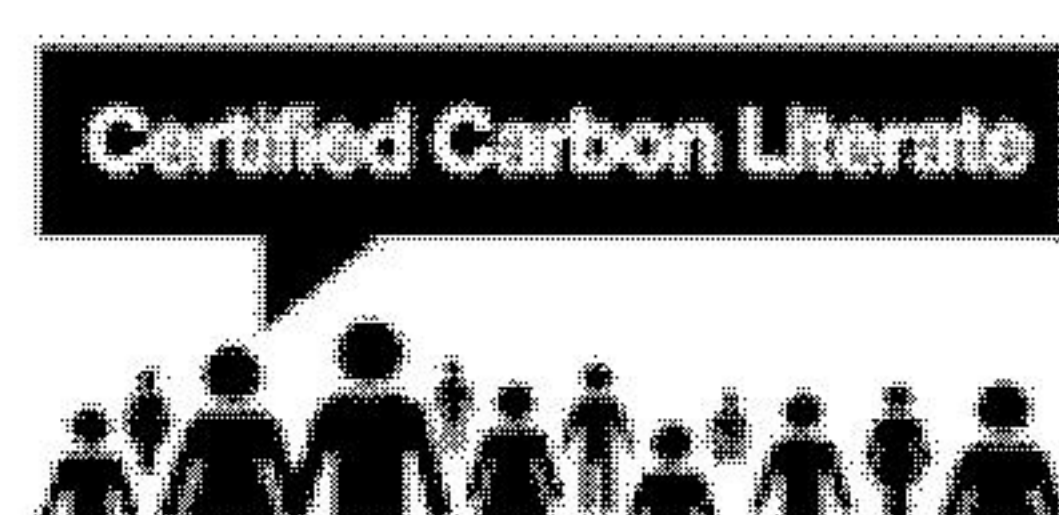
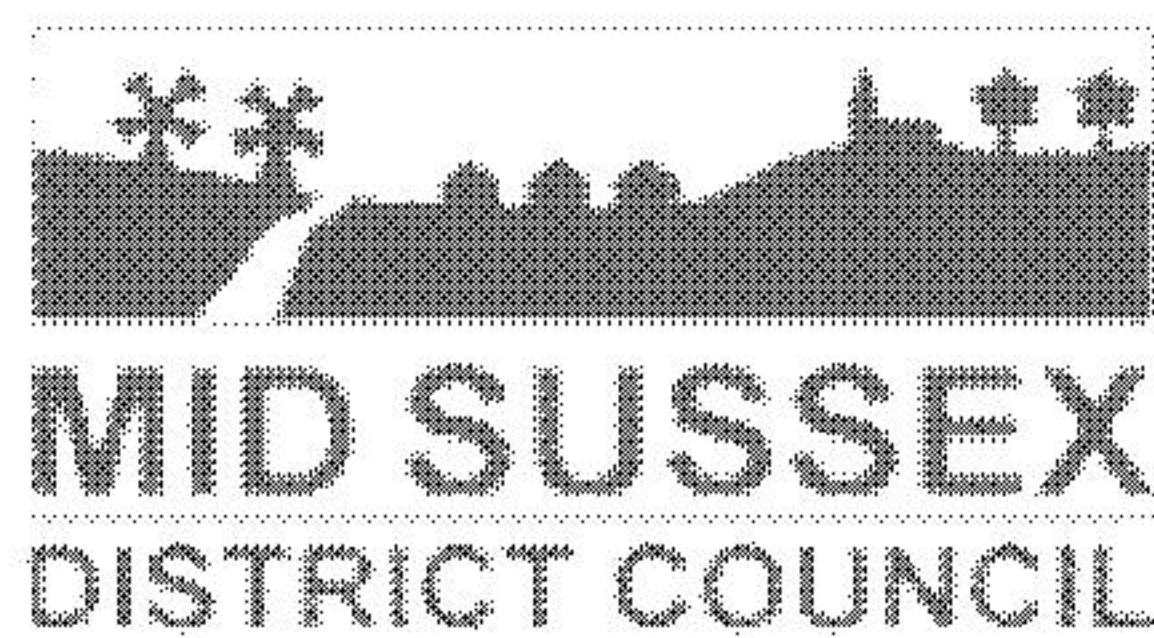
Development Management

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----- Forwarded message -----

Cc:  
Bcc:  
Date: Fri, 5 Jun 2026 14:19:58 +0000  
Subject: RE: 101 South Road  
Hi Debbie,

As we discussed, permission was granted for air conditioning to be installed at this property, and hours of operation for the plant were conditioned.

Please can you ask the applicant if they intend to use this plant after the permitted hours. If they do, an acoustic report will be required to determine the impact of noise from the plant on neighbouring residents during the nighttime.

Thanks,

Jane Cooper  
Environmental Health Officer  
Environmental Health  
Tel: +44 (0)1444 477437  
Email: [jane.cooper@midsussex.gov.uk](mailto:jane.cooper@midsussex.gov.uk)  
Website:

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-----Original Message-----

From: Deborah Lynn <[Deborah.Lynn@midsussex.gov.uk](mailto:Deborah.Lynn@midsussex.gov.uk)>

Sent: 04 June 2026 15:30

[REDACTED]  
Subject: T01 South Road

Please find the PDF attached.

Download the free Adobe Acrobat Reader to view and comment on this PDF.

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