

Katherine Williams

From: [REDACTED]
Sent: 24 December 2025 19:28
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Yes – That's fine Katherine.

I thought I was a workaholic!

Make sure you have tomorrow off and have a great day.

Regards

Andy

From: Katherine Williams <katherine.williams@midsussex.gov.uk>
Sent: 24 December 2025 14:36

[REDACTED]
Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Andy,

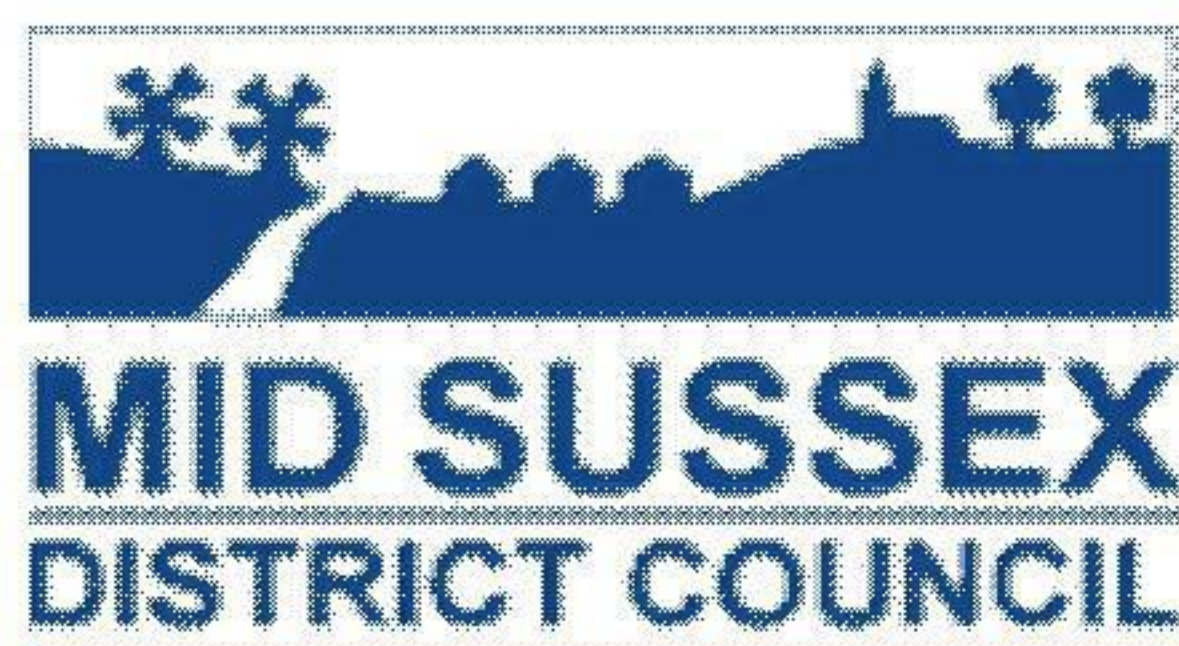
Thank you for your email and confirmation of the pre-commencement conditions.

In light of this, I would like to request an extension of time to 9th January for the application to be determined in time in the new year, please let me know if this is acceptable.

Merry Christmas.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
Mid Sussex District Council
01444 477214
www.midsussex.gov.uk



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[REDACTED]
Sent: 22 December 2025 14:29
To: Katherine Williams <katherine.williams@midsussex.gov.uk>; [REDACTED]

Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Katherine,

I would confirm that these conditions all sound sensible and will be dealt with if a permission is forthcoming.

I hope that you all have a very enjoyable and relaxing Christmas.

Regards

Andy



Matsim Properties Ltd

Sussex House

Crowhurst Road

Hollingbury

Brighton

BN1 8AF

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

Sent: 22 December 2025 12:12

Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Gareth,

Thank you for your email.

In light of this I would like to suggest the following pre-commencement conditions.

- 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.

- No development shall be commenced until such time as plans and details have been submitted to and approved in writing by the Local Planning Authority showing the site set up during construction. This shall include details of all temporary contractor buildings, plant and stacks of materials, provision for the temporary parking of contractor vehicles and the loading and unloading of vehicles associated with the implementation of this development. Such provision once approved and implemented shall be retained throughout the period of construction.

Reason: To avoid undue congestion of the site and consequent obstruction to access.

- No use of the proposed vehicular access shall take place until such time as the vehicular access serving the site has been constructed in accordance with the details provided to the LPA.

Reason: In the interests of road safety.

- No development shall be carried out unless and until a Tree Protection Plan has been submitted to and approved by the Local Planning Authority. The works shall then be carried out in accordance with the approved details.

Reason: To protect the surrounding trees and the contribution they make to the character of the area, to accord with policies DP12, DP26 and DP37 of the Mid Sussex District Plan.

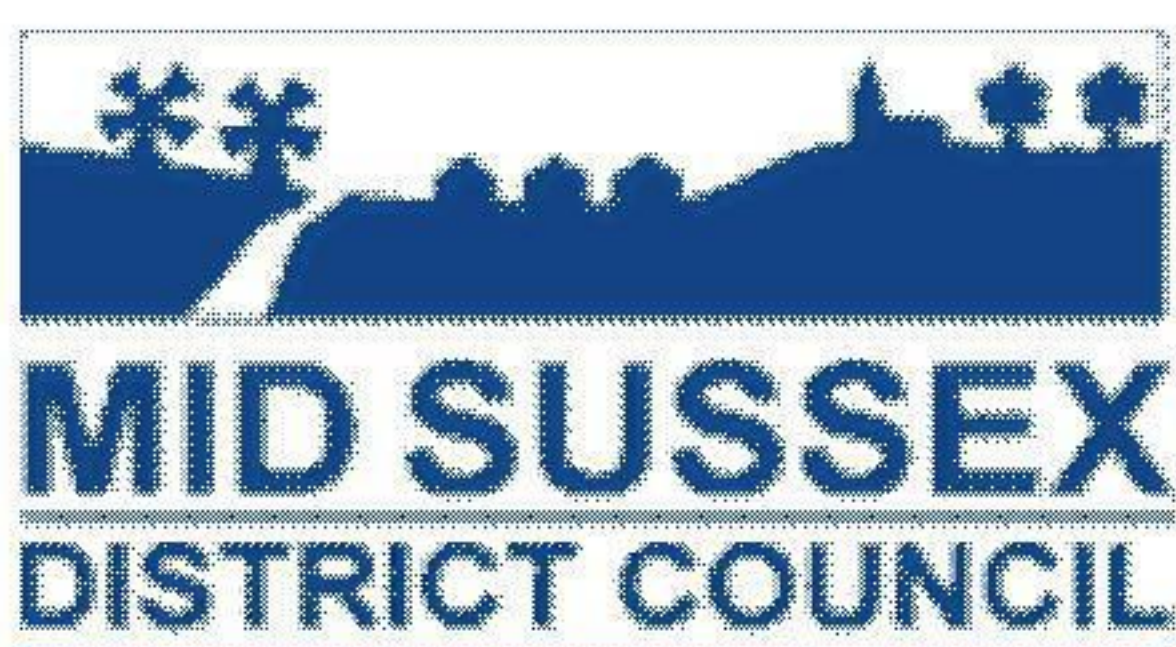
- No development shall be carried out unless and until details of materials and finishes to be used for external facing and roofing have been submitted to and approved by the Local Planning Authority. The works shall then be carried out in accordance with the approved details.

Reason: To protect the appearance of the building and the area and to accord with Policy DP26 of the Mid Sussex District Plan.

Please let me know if these are acceptable.

Kind Regards

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Sent: 15 December 2025 12:16

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

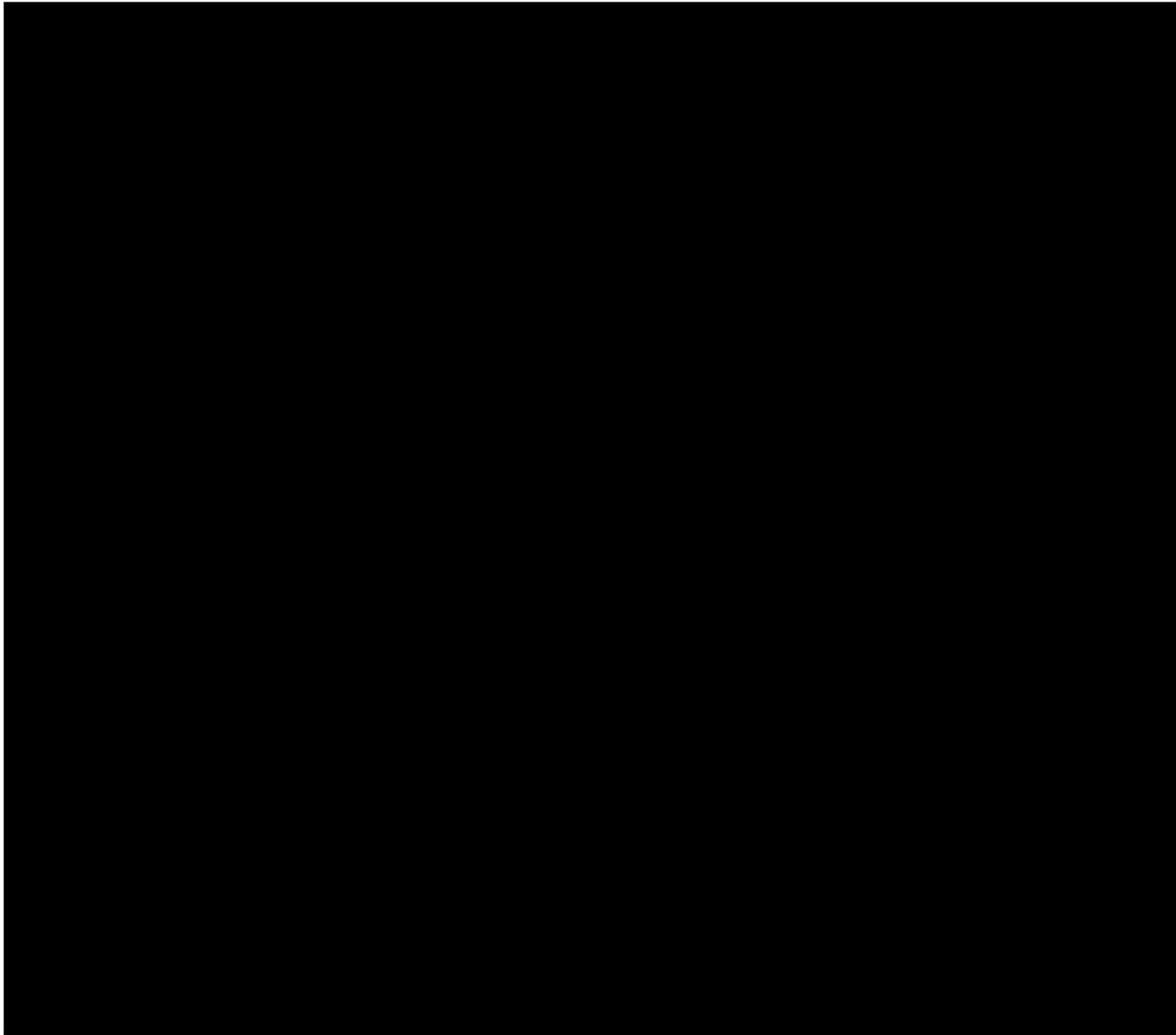
Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Katherine,

Thank you for your email.

Please see attached the plans updated to include the road entrance within the red line of the proposal.

Kind regards,

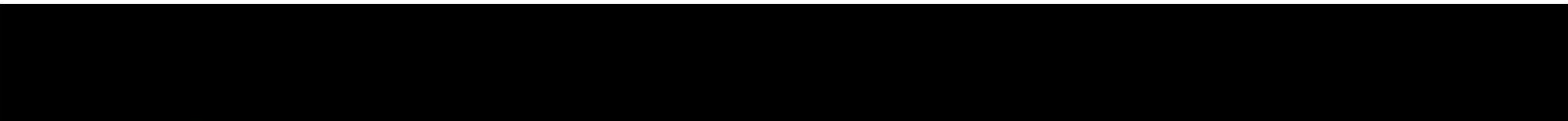


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From: Katherine Williams <katherine.williams@midsussex.gov.uk>
Sent: 15 December 2025 10:26



Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Gareth,

Thank you for your email.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 states in section 7 (c) (i) that a planning application must be accompanied by ‘a plan which identifies the land to which the application relates’. National Guidance in the PPG sets out what should be included on a location plan, stating:

‘A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.' Paragraph: 024 Reference ID: 14-024-20140306.

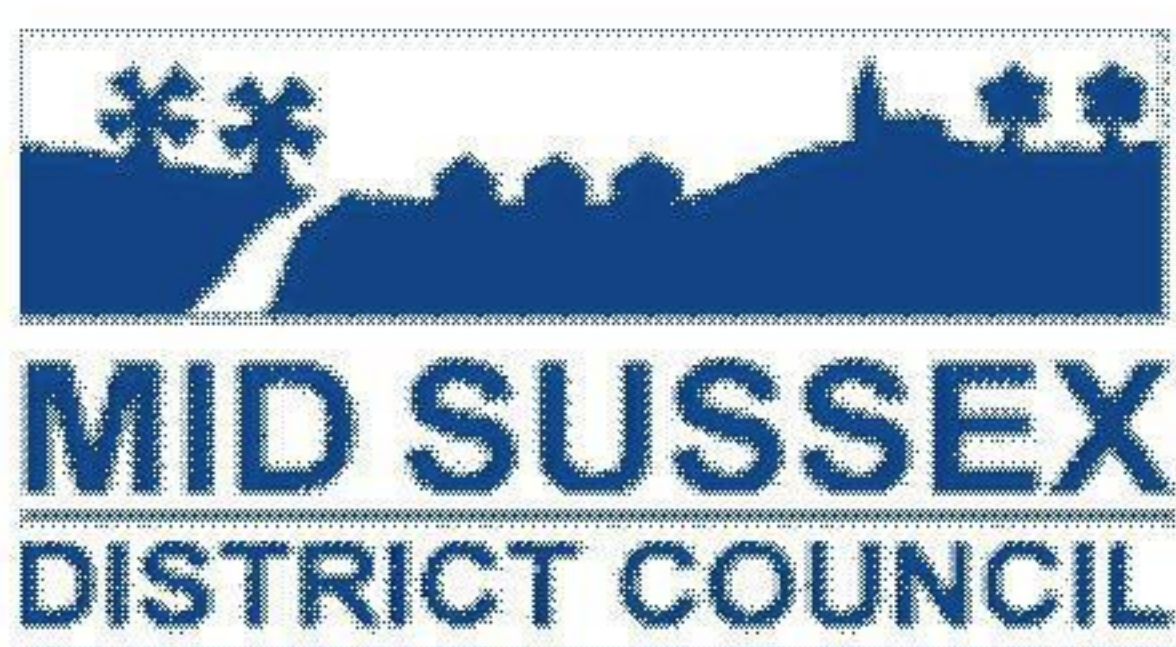
In addition to the national guidance, the Council has its own validation list for planning applications, which has been produced in line with the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990. This requires a location plan, stating that *'the site boundary must be clearly marked in red and include all land necessary to carry out the development, including access from the public highway'* and that *'this will be required for all development.'*

The red line shown on the site location pan (drawing 20024-PA-001) does not go up to the highway. The proposed site & landscape plan (drawing 20024-PA-005 Rev A) shows development in the form of an asphalt surface taking place outside of the red line and adjoining the public highway. Plan number HHRB/SR/6010 Rev A shows a raised crossover outside of the red line of the location plan. This development should be within the red line in order to comply with the requirements of the Councils local validation list.

I would therefore be grateful if you could amend the red line on the location plan to include this land so that the application can be progressed.

Kind Regards

Katherine Williams BSc (Hons) MSc
Senior Planning Officer
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Sent: 02 December 2025 17:12

Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Afternoon Katherine,

I spoke with our transport consultant earlier this afternoon to get clarity on the vision splays situation. Please see their response attached.

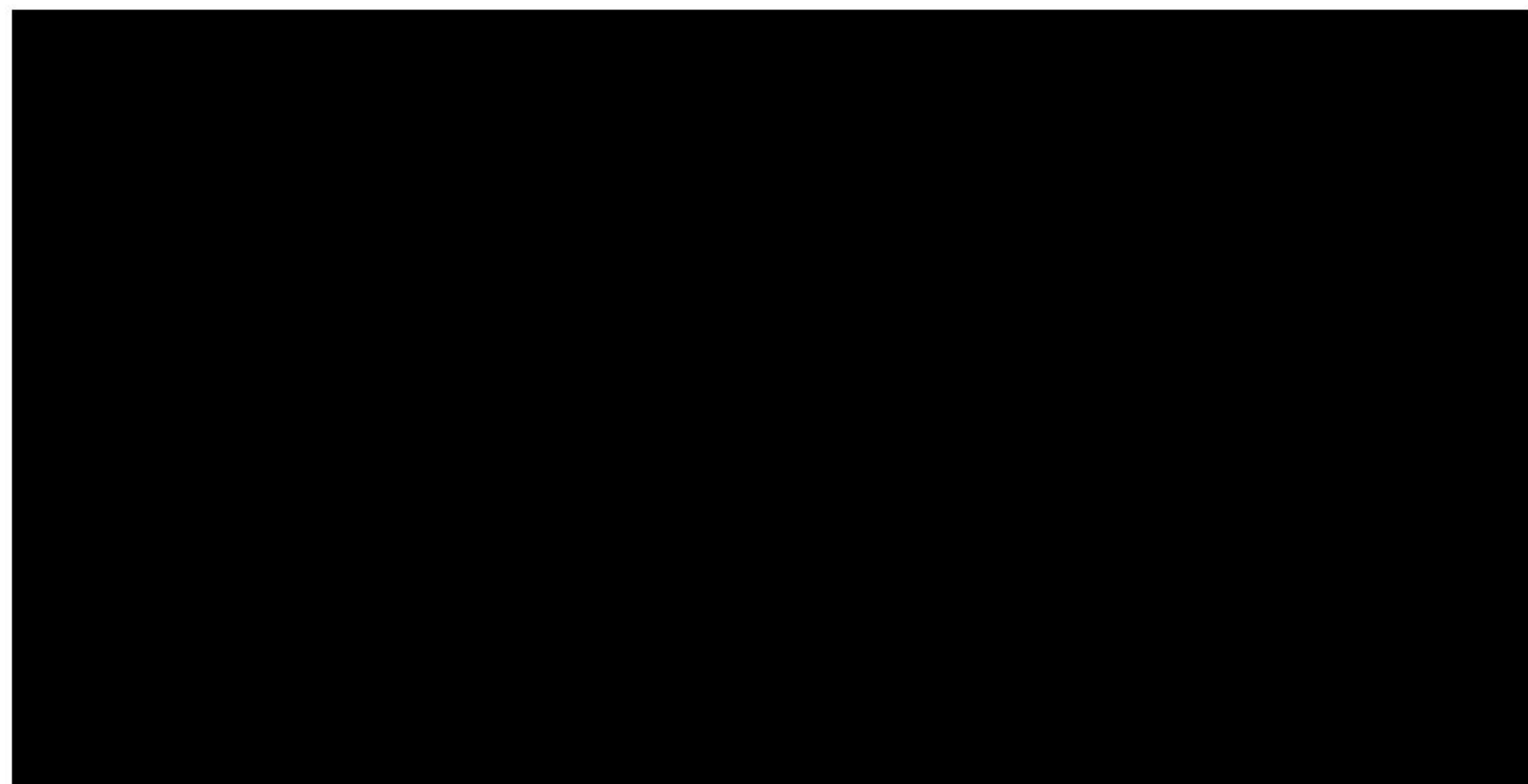
In brief, as the design of the splays are fully within the limits of the public highway and are to an existing entrance, we do not need to include the splays as part of the application. I can remove the black lines outside the redline to ensure there is no confusion.

Kind regards,

Gareth

Gareth Evans

Associate



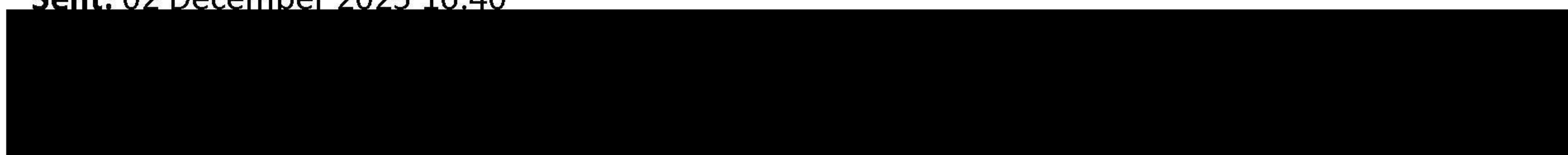
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From: Katherine Williams <katherine.williams@midsussex.gov.uk>

Sent: 02 December 2025 16:40



Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Good afternoon,

Thank you for your emails.

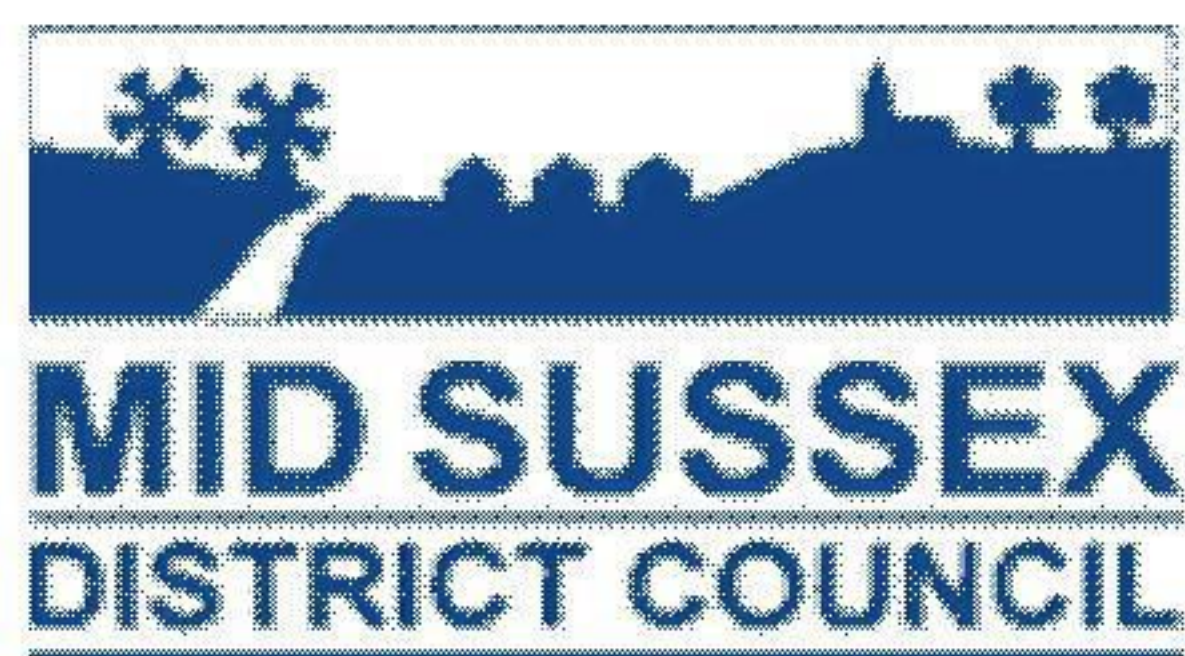
The redline on the land registry plan is the same as the current redline off the application and does not reach the public highway and does not include the current drop kerb. Which are shown in black outside the redline.

It is a validation requirement for the redline to include access onto the public highway, which is not currently included.

Therefore, the changes to the redline are still required as set out within my previous email and a decision will not be made until this is made.

Kind Regards

Katherine Williams BSc (Hons) MSc
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Sent: 01 December 2025 14:06

Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Katherine,

I would add that the highways extent can be seen more clearly on the image below which is of the two properties we own here, Wayside and Robinshaw the bungalow. The combined drives both run to the Highway and you can see the extent of the existing dropped pavement and kerb on the Highway where the visibility splay is proposed.



Kind regards,

Simon

Simon Lambor
Director



Matsim Properties Ltd
Sussex House
Crowhurst Road
Hollingbury
Brighton
BN1 8AF

Sent: 01 December 2025 12:11

To: Katherine Williams <katherine.williams@midsussex.gov.uk>; Gareth Evans <gareth@lomax.design>

[REDACTED]
Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Katherine,

Thank you for your e-mail of the 28th.

I attach a copy of the Land Registry plan which shows the property boundary as purchased. This shows the access directly onto the public Highway.

Hopefully this resolves any issues.

Thank you for your help

Regards

[REDACTED]

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

Sent: 28 November 2025 14:19
[REDACTED]

Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Gareth,

Thank you for your email, and my apologies for the delay in my email.

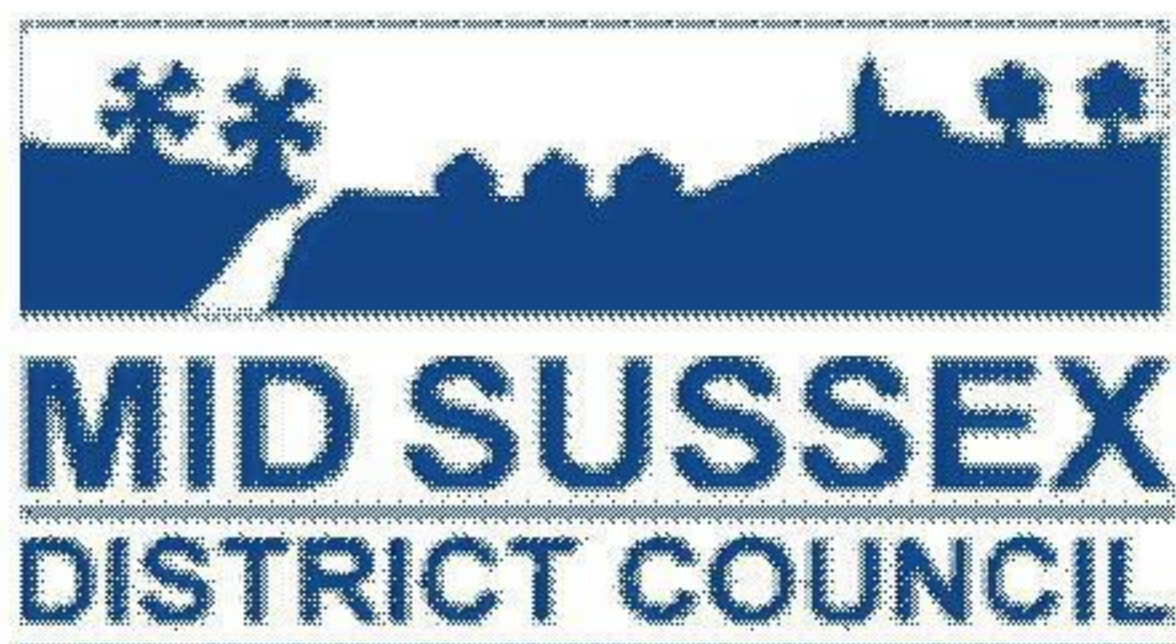
Comments have now been received from the Flood Risk and Drainage Team, who raise no objection to the proposal.

I have noted that the redline boundary of the application site does not extend up to the highway, as shown below. This will need to be amended prior to determination to include the access point onto the public highway. Should this not be within the applicant's ownership, notice will need to be given to the landowners and Certificate B submitted.



Kind regards

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Sent: 26 November 2025 12:42

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

Subject: RE: DM/25/1688 - Robinshaw, Haywards Heath Road, Balcombe

Dear Katherine,

I hope everything is well.

Could you provide an update for us with the potential determination date for Wayside?

If you require any further information from us, please do not hesitate to contact me.

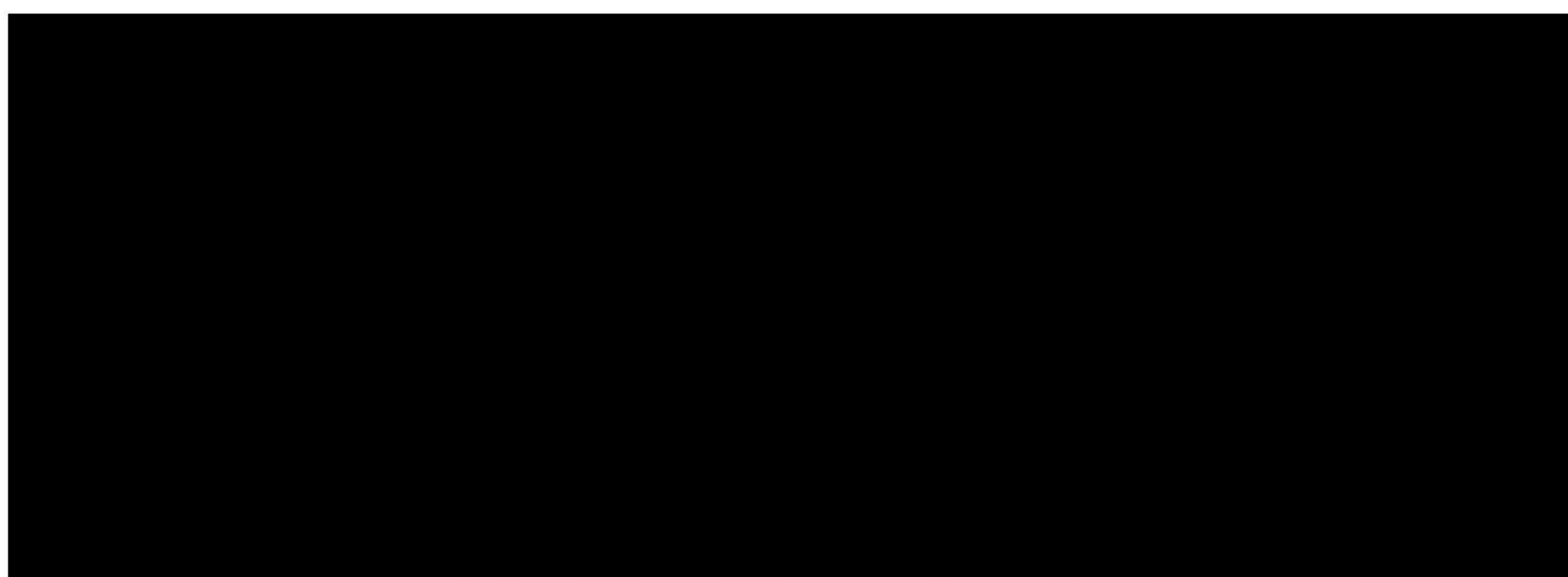
Kind regards,

Gareth

Gareth Evans

Associate

frost.LOMAX



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