

From: Emily Wade
Sent: 16 December 2025 15:11:33 UTC+00:00
To: "Tom Bosence" <tom@bosenceassociates.co.uk>
Cc: "Ash Bence" <ashley.bence@lindfield.info>
Subject: DM/25/2681 All Saints Church Office, discharge of conditions application.

Dear Mr Bosence

I am writing in connection with the above application for partial discharge of conditions 3 and 4 relating to listed building consent DM/23/1666, for which I am the Case Officer.

Unfortunately, I will not be able to discharge or partially discharge either of the conditions for the following reasons:

Condition 3: 'Following the stripping of the roof, and prior to the commencement of the relevant parts of the scheme, the precise details of the structural repairs for the roof timbers including methods and materials shall be provided to and agreed in writing by the Council.'

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

I have read the submitted project introduction, specifications of repairs, plans and other supporting information and have no issue with the methods outlined, however you will note that the wording of the condition is such that it requires a fully detailed scheme to be submitted after the stripping of the roof. The information provided, whilst not contentious in principle, is not correctly timed or sufficient in detail to meet the requirements of the Condition. I would recommend, as noted below, that the application is withdrawn and resubmitted at the correct time (i.e. post stripping of the roof), including the further detail which should then be available.

Condition 4: 'Prior to the commencement of work on the relevant parts of the scheme, detailed drawings, including elevations and sections, at an appropriate large scale and annotated to show materials and finishes, of the following elements of the scheme shall be submitted to and approved in writing by the District Council:

- typical examples of new windows, to include details of glazing bars as appropriate.*
- typical examples of new doors.*
- typical examples of the secondary glazing, shown in the context of the windows and window surrounds.'*

I note in respect of this condition that it has been partially discharged with respect to details of the proposed replacement windows, with details of doors and secondary glazing outstanding (DM/24/0393, 14th May 2024). As I understand it, you wish to confirm by your current submission that you no longer wish to carry out the replacement of windows or installation of secondary glazing at this time? This is not necessarily problematic, as the wording of the condition would allow

you to submit the further detail required only before you start work on that particular aspect of the approval. However, I cannot issue a further partial discharge of condition on this basis, nor is it necessary to do so. You should note however that the details of new doors would be required in advance of their installation, if you intend to carry this work out now.

On this basis, I would recommend that the current application for partial discharge of conditions is withdrawn, and a further application or applications submitted at the appropriate time(s). If this current application is not withdrawn, it would unfortunately be my intention for the above reasons to issue a refusal notice in respect of both conditions.

I look forward to hearing from you as to how you wish to proceed,

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.

Submit your planning application online.
<http://www.planningportal.gov.uk>

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