

From: Emily Wade
Sent: 16 December 2025 15:48:59 UTC+00:00
To: "'Tom Bosence'" <tom@bosenceassociates.co.uk>
Cc: "Ash Bence" <ashley.bence@lindfield.info>
Subject: RE: DM/25/2681 All Saints Church Office, discharge of conditions application.

Dear Tom

Thank you for your email.

To be able to commence and continue work on site you would need to make sure that all of the various conditions, which require agreement of details prior to the start of specific aspects of the work, have been discharged at the relevant times.

The current application refers only to conditions 3 and 4. As per my previous email Condition 3 which refers specifically to structural repairs to roof timbers cannot be discharged until the roof is stripped. Condition 4 refers to replacement windows, for which details here have been previously approved, although you do not wish to implement these at present, secondary glazing, for which details are outstanding, but only need to be approved prior to the installation of the said secondary glazing, and doors, for which again details are outstanding and should be approved before this specific work is carried out.

In terms of other conditions on the application, Condition 2 should be discharged prior to the commencement of work on the roof in general: *'Prior to the commencement of work on the relevant parts of the scheme, detailed specifications for the proposed repair and new works to the roof which includes materials and methods shall be submitted to and approved in writing by the Council.'* This is different to Condition 3, which refers specifically to timber repairs to the roof structure, and should be discharged before the general works including stripping of the roof commence. I can see that at least some of this information is within the current submission, although the application has not been registered as discharge of this condition.

Condition 5 requires that: *'Prior to the commencement of work on the relevant parts of the scheme details of the following shall be submitted to and approved in writing by the Council.'*

- *The proposed replacement roof tiles*
- *Plaster, render and mortar mixes'*

Again, some of this information may be within the current application submission, but the application is not described as being for discharge of this condition.

It may be that in light of this you wish to amend the description for the current application to Discharge of Conditions 2 and 5 of DM/23/1666, omitting reference to Conditions 3 and 4, as I believe this may more accurately reflect your intentions- however you should bear in mind that Condition 3 will then need to be separately

discharged at the appropriate time (post stripping of the roof), and also the outstanding parts of Condition 4 (secondary glazing and doors) before these works are undertaken.

If you agree that this would be the best way forward, can I suggest that you review the current submission, confirm to me that all the relevant information is present in respect of Conditions 2 and 4 (or submit further as necessary), and agree a revised description for the application as suggested above? If this is how you would like to proceed, I will also ask you to agree an extension of time into the New Year to allow me to further review the information, plus any additional submissions, and hopefully issue a discharge in respect of these two conditions. This should then allow you to proceed subject to the above constraints relating to Conditions 3 and 4.

I do hope this makes sense, please let me know if not, and also how you would like 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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From: Tom Bosence <tom@bosenceassociates.co.uk>

Sent: 16 December 2025 15:18

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

Cc: Ash Bence <ashley.bence@lindfield.info>

Subject: Re: DM/25/2681 All Saints Church Office, discharge of conditions application.

Dear Emily,

Many thanks for your email.

I note and understand your comments.

We had submitted for the discharge assuming you would need this information as soon as possible, with an update coming following the stripping the roof.
You are correct - for budgetary purposes, the window work has not been included in this scheme.

It is, however, very much the intention to complete the required window work as soon as possible after the roof work. The roof being seen as the major priority, and allocated funds being made available for it.

If we were to withdraw and re-submit, would there be any issue in the works proceeding as planned?

All the best, Tom

Tom Bosence 07415478933
Director, Bosence Associates. www.bosenceassociates.co.uk

IHBC, MRICS, MCIOB, Certified Historic Building Professional (RICS)
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From: Emily Wade <Emily.Wade@midsussex.gov.uk>

Sent: Tuesday, December 16, 2025 15:11

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

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