

From: Emily Wade <Emily.Wade@midsussex.gov.uk>
Sent: 04 June 2026 15:59:24 UTC+01:00
To: "Stefan Galyas" <Stefan.Galyas@midsussex.gov.uk>
Subject: RE: 1 Francis Road, Lindfield DM/26/0582

Hi Stefan

Further comments on the above application, added below in green.

In summary the window and door details remain unacceptable, they do not match the approved elevations and show the use of uPVC wood grain effect which will not be an acceptable material within the Conservation Area Context. I believe it was confirmed by the agent during the course of the approved application that the windows would be timber, and the approval was given on this basis.

The window details need to show (in typical elevation and section) painted timber framed casement windows and French doors which match the approved design which is shown on Limetree Design drawing P01.A rev H.

Thanks,

Emily

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>

Emily Wade Ma MSc
Conservation Officer
Planning Services
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From: Emily Wade <Emily.Wade@midsussex.gov.uk>

Sent: 17 April 2026 11:07

To: Alistair Ewen <alistair@limetree.design>; Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>

Subject: RE: 1 Francis Road, Lindfield DM/26/0582

Dear Alistair (and Stefan)

Thank you for your email and apologies for the delay in reply, which has been caused by leave over the Easter period and pressure of other work. Please see my responses to your reply to my initial comments in red below:

Kind regards,

Emily Wade

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Emily Wade Ma MSc

Conservation Officer

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From: Alistair Ewen <alistair@limetree.design>

Sent: 07 April 2026 13:56

To: Emily Wade <Emily.Wade@midsussex.gov.uk>; Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>

Subject: RE: 1 Francis Road, Lindfield DM/26/0582

Hi Emily,

I tried to call earlier but couldn't reach you.

With regards to the conditions please see below:

Condition 3: Facing materials

- The proposed bricks are acceptable, but can the applicant please confirm the source (reclamation yard).
 - Covers, Burgess Hill, RH15 9NB
Thank you, this is acceptable.
- Fibre cement slates will not be acceptable on a period building in a Conservation Area setting and should be replaced with natural slate. No detail has been provided of the roofing material to the flat roofed extension at the rear?
 - The existing porch roof is fibre cement & it would look rather stark to have the 2 separate materials on the same roof. As we are only adding 3 linear meters of new roofing could an exception please be made. It is worth pointing out that the existing roof at 1 Francis Road & the adjoining owner is artificial slates.
In the context of the existing porch and main roof covering, the fibre cement tiles will be acceptable, but can the applicant please confirm the colour.
The natural slate now proposed is acceptable.
 - The flat roof will be a GRP roof with a dark grey colouring
This is acceptable.
- Can the applicant please confirm that the rooflights are metal framed?
 - Yes, I can confirm that the Velux windows will be metal framed & that they will be the Velux conservation style windows
This is acceptable.
- uPVC guttering etc. will not be acceptable on a period building in a Conservation Area setting and should be replaced with painted metal.
 - Again, the existing is uPVC & we would reuse the existing guttering coming off the existing side extension as it is in a good condition. Can we re-use the existing materials to save on landfill?
As the existing guttering is to be reused this is acceptable.
- Can the applicant please confirm the material to the fascia, which should be painted timber?
 - We can use White painted timber fascia
This is acceptable.

Condition 4: Windows and external doors

- The submitted window details do not appear to match the approved elevations in terms of the glazing pattern- we would need to see drawings specific to the site and approval.
 - With regards to the information sent in relation to the windows is this not sufficient?

No, as noted in my original comments the glazing pattern of the submitted window details does not match the approved elevations- we need site-specific large scale annotated elevations and sections of typical examples of the windows which should match the approval. These detailed drawings should be annotated to show materials and finishes.

Unfortunately, the details submitted remain unacceptable, the windows shown appear to be timber effect uPVC (they are certainly not timber), and again they do not match the approved elevations Limetree drawing P01.A. Rev H.

- We do not appear to have details of the French doors to the rear?
 - As above

We do not appear to have details of the French doors, but again these should match the approval, and the level of detail should be as requested in the condition.

As with the windows the French door details do not match the approved elevations, and the material is unacceptable.

- The details include a new panelled timber entrance door, but I can't see where this forms part of the approved scheme?
 - Please omit

Noted, thank you.

- Drawings should be annotated to show materials and finishes.
 - Are you asking for revised plans for the whole scheme or just the discharge elements?

No, not the whole scheme- the window and door details drawings, as per the wording of the condition, need to be annotated to show materials and finishes.

I hope this helps to clarify the situation but please let me know if not.

Kindest Regards,



Alistair Ewen BSc (Hons)
Director,
Lime Tree Designs.

Due to our workload & site visits we aim to get back to you within 48 hours of your email.



Open Monday to Thursday 9am – 4pm & Friday 9am – 1pm.

Call Us On: 07528 770 701

Contact Us At alistair@limetree.design

Visit Us: www.limetreedesignsandplanning.co.uk

Go green, keep it on screen! Please think before you ink - save energy and paper.

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Fieldway, Lindfield, West Sussex, RH16 2DD.

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

Sent: 01 April 2026 11:49

To: Stefan Galyas <Stefan.Galyas@midsussex.gov.uk>

Subject: 1 Francis Road, Lindfield DM/26/0582

Hi Stefan

Comments on the above discharge of conditions application.

Condition 3: Facing materials

The proposed bricks are acceptable, but can the applicant please confirm the source (reclamation yard).

Fibre cement slates will not be acceptable on a period building in a Conservation Area setting, and should be replaced with natural slate. No detail has been provided of the roofing material to the flat roofed extension at the rear?

Can the applicant please confirm that the rooflights are metal framed?

uPVC guttering etc. will not be acceptable on a period building in a Conservation Area setting, and should be replaced with painted metal.

Can the applicant please confirm the material to the fascia, which should be painted timber?

Further/revised details are therefore required.

Condition 4: Windows and external doors

The submitted window details do not appear to match the approved elevations in terms of the glazing pattern- we would need to see drawings specific to the site and approval.

We do not appear to have details of the French doors to the rear?

The details include a new panelled timber entrance door, but I can't see where this forms part of the approved scheme?

Drawings should be annotated to show materials and finishes.

Further/revised details are therefore required.

Thanks,

Emily

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