

Planning Services
Horsham District Council
Albery House, Springfield Road
Horsham, RH12 2GB

19 June 2026
W3105

Dear Whom it May Concern,

DISCHARGE OF CONDITIONS 3 (CONSERVATION OFFICER MEETING); CONDITION 5 (DETAILED DRAWINGS) AND PART DISCHARGE OF CONDITION 6 (ARBORICULTURAL SITE MEETING) FOR APPLICATION DC/25/2149

Whaleback is instructed by the applicant to discharge conditions 3, 5, and part discharge condition 6, as imposed on application DC/25/2149 (and associated Listed Building Consent DC/25/2150) which is for the *“Erection of a single storey in-fill extension to rear elevation. Repair, restoration, selective alterations, including window repairs/replacements. Construction of a new driveway, and associated works”* at Jarvis, Jarvis Lane, Steyning – which was approved on 24 April 2026.

Condition 3 – Conservation Officer Site Meeting

The wording of condition 3 is as follows:

“Before any work begins on site, the main contractor responsible for supervising the works must meet the conservation officer of the Local Planning Authority, on site or as otherwise agreed, to confirm that all the conditions attached to the listed building consent are understood and can be fully complied with.

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).”

The site meeting occurred on **Friday 15 May 2026**. The following individuals were present:

- Seán Rix - Senior Conservation Officer (Horsham District Council)
- Roy Smith – Managing Director and Main Contractor (RPS Contractors)
- Phil Wiltshire – Surveyor and Site Project Manager (Philips Surveyors)
- Mark Windus – Main Contractor and Site Manager (LandBuild)

The proposed works were discussed with the relevant parties, including the conditions attached to the listed building consent. It was confirmed that the conditions are fully understood and can be complied with in full. The requirements of this condition have been satisfied.

Condition 5 – Detailed Drawings

The wording of condition 5 is as follows:

“No relevant works shall commence until the following details have been submitted to and approved in writing by the Local Planning Authority. The works must not be executed other than in complete accordance with these approved details:

a) Drawings to a scale not smaller than 1:5 fully describing: Flat roof extensions and porch, including sections through:

- roof perimeters and eaves*
- junction with timber framed north gable*

b) Specification and/or drawings fully describing method of incorporating thermal, fire and sound insulation, describing the affect on the appearance and fabric of historic and architectural features. This is particularly relevant to any insulation laid above rafters and between external walls beneath tile hanging.

Reason: As this matter is fundamental to ensure that the significance of the designated heritage asset, and the character, appearance and integrity of the building, is not prejudiced, thereby preserving the special architectural or historic interest which it possesses, and to comply with Policy 34 of the Horsham District Planning Framework (2015).”

The construction drawings submitted as part of this discharge of conditions application were prepared by Tom Wild at Heyler Davies Architects and include typical section details covering internal dry lining and external clay tile hanging, internal partitions and exposed floor joists, as well as extension roof/parapet and roof abutment junctions.

These drawings collectively set out the key construction details for the proposed works, including wall build-ups, floor and roof interfaces, and junctions with existing fabric. Accordingly, this condition is considered to have been met.

Condition 6 – Arboricultural Site Visit (Part Discharge)

The wording of condition 6 is as follows:

“Before any equipment, materials or machinery are brought onto the site for the purposes of development, a pre-commencement site meeting between the Tree Officer, Arboricultural Consultant and Site Manager shall take place to confirm the protection of trees on and adjacent to the site in accordance with the Arboricultural Impact Appraisal and Method Statement prepared by Lizard Landscape and Ecology Services dated 18.03.26. The tree protection barriers and ground protection measures shall be positioned as shown on the Tree Protection Plans dated 18.03.26 before any equipment, materials or machinery are brought onto the site for the purposes of development. The tree and ground protection shall be retained until the development is completed and nothing shall be placed within the fencing, nor shall any ground levels be altered or excavations made adjacent to the proposed above ground engineered access drive within highlighted tree root protection areas without the written consent of the Local Planning Authority. This condition shall not be discharged until an arboricultural

supervision statement, the contents of which are to be discussed and agreed at the pre-commencement meeting, is submitted to and approved in writing by the Local Planning Authority on completion of development.
Reason: As this matter is fundamental to ensure the successful and satisfactory protection of important trees on the site in accordance with Policy 33 of the Horsham District Planning Framework (2015)."

The site meeting took place on **20 May 2026**. Present were:

- Andrew Bush – Arboricultural Officer (Horsham District Council)
- Luke Burley – Arboricultural Consultant (Lizard Ecology)
- Mark Windus - Main Contractor and Site Manager (LandBuild)

Accordingly, the pre-commencement requirements of Condition 6 have been fulfilled and we seek a partial discharge of the condition insofar as it relates to the site meeting and implementation of tree protection measures.

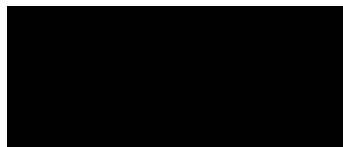
We acknowledge that the condition cannot be fully discharged until the Arboricultural Supervision Statement has been completed, signed off, submitted, and approved in writing following completion of the development.

Documents Submitted with this Discharge of Conditions Application:

- Drawing 25050 301 Typical Section: Internal Dry Lining And External Clay Hang Tiles
- Drawing 25050 302 Typical Section: Internal Partition & Typical Section: Exposed Floor Joists
- Drawing 25050 303 Typical Section: Extension Roof/Parapet
- Drawing 25050 304 Typical Section: Extension Roof Abutment
- Email from Andrew Bush 20/05/2026

We trust that the submitted information is sufficient to discharge these conditions. Should you require any further information, please contact us.

Yours sincerely,



Amy Wolanski, AssocRTPI
Planner

WHALEBACK