From: Meg.Bayliss
Sent: 03 July 2025 14:23
To: Planning
Subject: FW: Application DC/25/0687
Attachments: Proposed plans elevations_June30.pdf; Additional information.docx

Categories: Index to I@W

Hello,

Please could the below be redacted and indexed to the file. Please could it be named something like 'Confirmation of removal of Pre-commencement conditions'

Thank you!

Meg Bayliss
Graduate Planner (Work Experience) Mon, Wed & Thurs

[redacted]

Horsham District Council

Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Communications received after 5pm will be regarded as being served on the next working day.
Please contact us in advance if your email, including any attachments, is going to exceed 30MB.

From: Nicola.Mason [redacted]
Sent: 03 July 2025 13:11
To: Meg.Bayliss [redacted]
Subject: RE: Application DC/25/0687

Hi Meg

I am satisfied that these details can be substituted for the proposed pre-commencement condition.

Nicola

Nicola Mason
Conservation Officer
Specialists Team - Strategic Planning

[redacted]

Horsham District Council

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Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From: Meg.Bayliss [redacted]
Sent: 03 July 2025 10:09
To: Nicola.Mason [redacted]
Subject: FW: Application DC/25/0687

Hello,

Hope you are ok!

I have the below email and attach plans for the site in Cowfold. Would these be acceptable and remove the need for a condition? Please let me know if you would rather be re-consulted to allow time to review,

Thank you

Meg Bayliss
Graduate Planner (Work Experience) Mon, Wed & Thurs

[redacted]

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From: so kwon [redacted]
Sent: 30 June 2025 13:59
To: Meg.Bayliss [redacted]
Subject: Re: Application DC/25/0687

Good afternoon,
Thank you for your message, this was very helpful.
Please see attached files for my reply to you and the conservation officer.
Please let me know if you need any further information.
Thank you very much for your help.

Best regards,

So Young Kwon

On Thu, 26 Jun 2025 at 13:55, Meg.Bayliss [redacted] wrote:

Dear So Young,

Please see below from our conservation officer. Please could you review and let me know your thoughts. She has agreed to the flat roof design but requested the below condition to be added to your report:

Thank you for contacting the applicant about amending the scheme. From the information submitted I understand the justification for the proposed design, although a pitched roof is characteristic of the conservation area. The preference would be for a pitched roof, however, provided that the details are carefully considered the extension would not be an overly prominent addition, and would be considered to have a neutral impact on the conservation area, hence the lack of formal objection.

I would suggest the following condition, although I would be satisfied by a condition confirming that the materials for the extension and the windows would match the existing, with only the roof details and materials required:

LB07 Submission of Details

Pre-Commencement Condition: *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:

i) new/and/or/replacement windows, external doors, roof lantern.

These drawings must show:

- *materials*
- *decorative/protective finish*
- *cross section of frame, transom, mullions, glazing bars, etc*
- *formation of openings including reveals, heads, sills, arches, lintels, etc*
- *method of opening*
- *method of glazing*

iii) Roof details including sections through:

- *eaves*
- *verges*
- *verges and bargeboards*
- *flat roof perimeters*
- *parapets*

b. *Samples or specifications of external materials and surface finishes.*

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).

Many thanks

Meg

Meg Bayliss
Graduate Planner (Work Experience) Mon, Wed & Thurs

[redacted]

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