

**From:** [REDACTED]  
**Subject:** RE: Re[6]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796  
**Date:** 10 July 2025 13:19:00  
**Attachments:** [image001.jpg](#)

---


Afternoon [REDACTED]

Tomorrow would be absolutely fine. Our Senior Highway Steward, [REDACTED] could meet at 10am, would that work for you?

Kind regards,

[REDACTED]  
Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

[REDACTED] 30 2228 285 | **Mobile:** +44 (0)7546 762911 |  
**E-mail:** [Gemma.Wallis@westsussex.gov.uk](mailto:Gemma.Wallis@westsussex.gov.uk)

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**From:** [REDACTED]  
**Sent:** 10 July 2025 11:16  
**To:** [REDACTED]  
[REDACTED]  
**Subject:** Re[6]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

\*\*EXTERNAL\*\*

Good morning [REDACTED]

Thank you and I think that is a very good idea so we can make sure that what needs to be done is done. He is out and about today - but tomorrow (Fri) I can ensure he's available as well as the Estates Manager who is over the gardener. If you are able to give a general time frame, I can ensure they are available.

[REDACTED] regards,  
[REDACTED]

----- Original Message -----

**From:** [REDACTED]  
[REDACTED]

[REDACTED]  
Date 10/07/2025 09:50:33

Subject RE: Re[4]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796


Good morning, [REDACTED]

Further to my email below, would it be helpful for our Senior Highway Steward to meet your gardener on site to clarify the scope of the remaining works, in relation to the root balls/stumps?

Kind regards,

[REDACTED]  
Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 09 July 2025 09:23

[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Re[4]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good morning, [REDACTED]

Our Senior Highway Steward inspected the site yesterday and confirmed that the remaining wooden fence posts have now been removed. Thank you for attending to this.

However, the tree stumps and root balls also need to be removed, as their presence will prevent new planting and may lead to regrowth.

Unfortunately, we cannot proceed with issuing a Planting Licence until these have been fully cleared. I would be grateful if you could please prioritise this matter and arrange for their removal as soon as possible.

Kind regards,

[REDACTED]  
Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD  
[REDACTED]



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**From:** [REDACTED]

**Sent:** 07 July 2025 14:06

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Re[4]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good afternoon, [REDACTED]

Thank you for getting back to me so promptly and for confirming the update.

A Senior Highway Steward will be inspecting the location this week to verify that all items have been removed. Following this, we will proceed to review your submitted Planting Licence application.

Kind regards,

[REDACTED]

Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

[REDACTED]



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**From:** [REDACTED]

**Sent:** 07 July 2025 14:04

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re[4]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

**\*\*EXTERNAL\*\***

Good afternoon [REDACTED] and my apologies. I thought I had gotten back to you earlier on this, [REDACTED] gies. I confirm that everything has been removed.

Kindest regards,  
[REDACTED]

-----  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Date 07/07/2025 13:54:53

Subject RE: Re[2]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good afternoon, [REDACTED]

I hope this message finds you well.

Further to our previous correspondence, I am writing to advise that, unless we receive a response within the next 14 days, West Sussex County Council will proceed with the removal of the remaining posts/stumps on Saint Hill Road opposite the entrance to the Church of Scientology on the 23<sup>rd</sup> of July 2025.

Should this course of action be necessary, please be aware that it may affect our willingness to enter into any new planting agreement that may have previously been discussed. This is due to the fact that any such agreement would be subject to conditions regarding ongoing maintenance and upkeep, and we would need to be confident that those conditions will be met.

I look forward to hearing from you on this matter.

Kind regards,

[REDACTED]  
Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD  
[REDACTED]



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**From:** [REDACTED]

**Sent:** 13 June 2025 14:32

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Re[2]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good afternoon, [REDACTED],

I hope you are well.

Could you please provide an update on my previous email?

Kind regards,

[REDACTED]

Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

[REDACTED]



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**From:** [REDACTED]

**Sent:** 06 June 2025 10:06

**To:** [REDACTED]

[REDACTED]

**Subject:** RE: Re[2]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good morning, [REDACTED]

Following an inspection by a Highways Officer this morning, it has been confirmed that while the fir trees, fence, and wooden sleepers have been removed, the fence posts and tree stumps remain on site.

As discussed previously, the removal of both the tree stumps and fence posts is required before a Planting Licence can be issued. Could you please confirm once these remaining works have been completed? We will then arrange a follow-up inspection.

Kind regards,

[REDACTED]

Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

[REDACTED]



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**From:** [REDACTED]

**Sent:** 04 June 2025 15:36

**To:** [REDACTED]  
[REDACTED]

**Subject:** RE: Re[2]: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Afternoon [REDACTED]

Thank you for the update. Please let me know once the works have been completed, and I will arrange for a Highway Steward to inspect the site.

Of course, this is the link: [Planting licence - West Sussex County Council](#)

Kind regards,

[REDACTED]  
Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

[REDACTED]



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**From:** [REDACTED]

**Sent:** 03 June 2025 15:20

**To:** [REDACTED]

[REDACTED]  
[REDACTED] ll Road, East Grinstead - 503796

**\*\*EXTERNAL\*\***

Dear [REDACTED]

Thank you and yes the removal is in progress. It should be completed in the next 24 hours or so. Can you direct me to the link where I file the application for planting the new hedges?

est regards,

[REDACTED]

-----  
[REDACTED]

Date 02/06/2025 13:58:06

Subject RE: Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good afternoon, [REDACTED],

I hope you are well.

I was wondering if you had been able to remove the fir trees, fencing and wooden sleepers as of yet?

Kind regards,

[REDACTED]

Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

[REDACTED]



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**From:** [REDACTED]

**Sent:** 07 May 2025 13:29

**To:** [REDACTED]

[REDACTED]

**Subject:** Licence to Plant on the Highway - Saint Hill Road, East Grinstead - 503796

Good afternoon, [REDACTED]

Thank you for your time this morning.

As discussed in our meeting, you have agreed to remove the existing fir trees, fencing, and wooden sleepers in the coming weeks. In the meantime, you will be applying for a Planting Licence and outlining your plans in this application, which will go directly to our Tree Team. Please complete the application here: [Planting licence - West Sussex County Council](#). Please may I ask you to pay particular attention to the Licence to Plant Guidance Notes.

To confirm, our Arboriculturist has recommended planting a mix of the following UK native hedgerow species for a dense, wildlife-friendly hedge:

- Hawthorn (*Crataegus monogyna*)
- Blackthorn (*Prunus spinosa*)
- Hazel (*Corylus avellana*)
- Field Maple (*Acer campestre*)
- Crab Apple (*Malus sylvestris*)

- Dogwood (*Cornus sanguinea*)
- Dog Rose (*Rosa canina*)

Evergreen options could include:

- Yew (*Taxus baccata*)
- Holly (*Ilex aquifolium*)
- Wild Privet (*Ligustrum vulgare*)
- Spindle (*Euonymus europaeus*)

For your information, a deciduous hedge should be planted in mid-autumn to late winter, and an evergreen hedge in autumn. However, as we have discussed, you will be planting the new hedgerow once the existing trees have been removed.

When you receive your Planting Licence, it will include certain stipulations, including the approved hedgerow species, ensuring the new hedgerow is planted at least 0.5m back from the edge of the carriageway, and that the Church of Scientology will be responsible for maintaining the hedgerow.

Our Tree Team is aware that they will shortly receive your Planting Licence application. They will wait for confirmation from me that the existing trees, fencing, and wooden sleepers have been removed before granting your Planting Licence. Could I please ask you to update me when you have removed these items, so I can confirm that we are happy for the Planting Licence to be issued.

Kind regards,

[REDACTED]  
Assistant Area Highway Manager – Eastern Area  
Economy, Infrastructure & Environment – Highways, Transport and Planning  
West Sussex County Council

**Location:** Eastern Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

[REDACTED]



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