

**THE GUILDHALL
LYME REGIS**

DESIGN & ACCESS STATEMENT



NOVEMBER 2020

Architects:
Crickmay Stark Architects Ltd
13-14 Princes Street
Dorchester
Dorset DT1 1TW
T: 01305 262636

CONTENTS

A.	Introduction.....	3
B.	The Existing Council Chamber Oriel Window.....	3
C.	The Existing Mayor’s Parlour Oriel Window.....	8
D.	The Existing Pediment to the Front Door.....	10
E.	Needs and Requirements.....	11
F.	The Council Chamber Oriel Window - The Works.....	11
G.	The Mayor’s Parlour Oriel Window - The Works	13
H.	The Front Door Pediment - The Works	13
I.	Pre-Application Consultations	13
J.	Access.....	14
K.	Trees & Hedgerows	14
L.	Conclusions.....	14
	Appendix A	15
	Appendix B.....	16
	Appendix C.....	17
	Appendix D.....	21
	Appendix E	24

A. Introduction

1. The Guildhall is a Grade II* Listed Building.
2. The Guildhall was first Listed 23rd April 1952.
3. A Statement of Significance & Heritage has been prepared by JME Conservation Ltd of Bath and has been submitted in support of these applications for Planning Permission and Listed Building Consent.
4. These applications relate to a reduction in the projection of the oriel window to the Council Chamber facing Bridge Street, following repeated vehicular impact damage, and essential stone repairs to the pediment above the front door and the Mayor's Parlour oriel window that have come to light following removal of applied decorative coatings.

B. The Existing Council Chamber Oriel Window

1. The photograph below shows the Bridge Street elevation of the building with the first floor Council Chamber oriel window to the right of the image.



2. The photograph below shows the window in July 2020 following the most recent vehicular collision.



3. The photograph below shows the interior of the landing half of the window.



4. The photograph below shows the interior of the Council Chamber half of the window.



5. Following the on-site pre-application consultation, attended by Jen Nixon of Dorset Council, Eve Van der Steen of Historic England, Crickmay Stark Architects and members of Lyme Regis Town Council, a detailed measured survey of the existing window was carried out and this is submitted as drawing 19/45/S2.
6. While carrying out the measured survey in July 2020 Crickmay Stark were approached by Paul Viney of Lyme Regis, a long retired carpenter who worked for MF Lake (Charmouth) Ltd, local builders, in the 1990's.
- He recalled worked on the window in the mid to late 1990's following a particularly bad vehicular collision and stated that the window had been significantly reconstructed below roof level, with the exception of the window casements and some elements of the frames - which it had been possible to reuse.
7. Mr. Viney's report is consistent with our own observations that much of the window's construction is of late 20th century origin.
8. Internally the window seats and lower reveal linings are modern softwood and much more crudely detailed than the adjacent historic joinery in the Council Chamber.
9. The internal upper reveals and soffits are clearly plasterboard with a skim finish.
10. The window casements do indeed appear original. The lower sashes tilt inwards for ventilation and lift out for maintenance/repair. The upper sashes are fixed closed and it is unclear when these last operated. Certainly, the stays on the lower tilting sashes are iron and this suggests they have operated in this way for a great many years.

11. Externally the corbels appear original and have thankfully never been caught by any vehicles or we suspect that much greater damage would have been caused.
12. Externally the latest impact provides evidence that the make-up beneath window cill level is cement based render on metal lath on modern studwork.
13. Lyme Regis Town Council records are not the best when it comes to researching 'historic' data relating to this window and how many times it has suffered damage.
14. The window was struck five times in 2017.
15. The window was struck once in 2018 (during the same week as repairs were carried out from the previous collision.)
16. The window was struck four times in 2019.
17. The window has been struck twice, to date, in 2020.
18. These strikes have all been recorded by the Council's Operations Manager, Matt Adamson-Drage, and all warranted repair work which involved closing the road to afford safe access.
19. There have been many other scrapes that have only grazed the woodwork but these are often un-reported and outside of the Council's office hours.
20. Mr. Adamson-Drage does not hold definitive data pre-2017 but has photographic evidence of a further two strikes between 2015 and 2017. He also understands the window was subject to significant repair works circa 2015, before he started at the Council.
21. There is no emerging pattern, time of day or time of year that is more prone to impacts than any other.
22. The window is generally hit by the trailers of articulated vehicles travelling westwards - the tractor unit negotiates the tight bend and as it straightens up the 'over-steer' of the trailer swings out and catches the oriel window.
23. Highways England's position is that there is adequate signage already in place on the A35 Charmouth roundabout at its junction with the A3052 (Lyme Road). Please see Appendix A for letter dated 27th June 2018 from Highways England to Judy Enticknap of JME Conservation.
24. Dorset Council Highways have implemented bollards in so far as they are able to do so given the significant below ground services and the trade-off of simply directing high sided vehicles in to the buildings opposite the Guildhall.
25. Dorset Council Highways will not implement any further local signage nor any Traffic Order as they fear this will push large vehicles into residential 'side streets' where risks to public safety are exponentially increased. Please see Appendix B for email dated 11th October 2019 from Dorset Highways to Mr. Adamson-Drage.
26. With regard to attempts to have satnav guidance changed this has also proven fruitless - see Appendix C for various emails between Judy Enticknap, Eve Van der Steen (Historic England) and Ordnance Survey.
27. Faced with no highway or traffic management solution to this problem the Town Council and their advisors have considered three possible means by which to reduce the risk of ongoing vehicular collisions.

These are illustrated on drawings nos. 19/45/SK1, SK2 and SK3, which are included at Appendix D of this document.

These options are discussed in detail in the Statement of Significance & Heritage.

28. In summary, Option A is the scheme that has been put forward for formal Consent, where the projection of the window is reduced by 200 mm (by removal of the rendered cheeks) but the roof above is retained in its present format.

This is considered to have the least impact to the appearance of the building and its fabric – particular when you consider how much has already been repaired/reconstructed since the mid-1990's.

29. Options B and C demonstrate both complete removal and relocation of the oriel window and these have been discounted due to their significant impact on both the appearance and the fabric.

C. The Existing Mayor's Parlour Oriel Window

1. The photograph below shows this in the context of the west elevation.



2. The photograph below shows the oriel window in close-up.



3. Following removal of a build-up of 20th century paint applications it is clear that some sections of the stonework and the metal framed casement window are in need of repair.

D. The Existing Pediment to the Front Door

1. The photograph below shows the front door and porch.



2. The photograph below shows the pediment in close-up.



3. Following removal of a build-up of 20th century paint applications it is clear that displaced sections of the pediment and finials are in need of resetting/stabilisation/repair.

E. Needs and Requirements

1. The Council seeks consent to reduce the projection of the Council Chamber oriel window to reduce the likelihood of further vehicular impacts to this important building.
2. The Council seeks consent to carry out essential stone repairs to the Mayor's Parlour oriel window and the pediment over the front door.

F. The Council Chamber Oriel Window – The Works

1. The oriel window has been fully surveyed and is recorded on drawing 19/45/S2, in accord with advice given during the pre-application consultation.
2. A photographic record of the existing window and its dismantling will be taken and a copy of this record can be made available to the Planning Authority.
3. Remove existing sash windows and set aside for detailed inspection and appraisal.

Subject to their condition it is the intent to reuse the existing sashes and some elements of the framework.

Any repairs or replacements will be carried out in good quality joinery quality softwood to match the existing detailing exactly.

Because the lower sashes tilt inwards and the upper sashes are fixed closed it is proposed to make this permanent. By not restoring the upper sashes to slide vertically allows the sash weight boxes at the jambs to be replaced with solid timber sections, as drawn. In conjunction with the eaves' corbels referred to hereinafter these solid posts provide the means by which the cantilevered roof is supported when the window projection is reduced.

4. Remove the panel between the windows setting the timber framework and beads aside for reuse but discarding the modern render infill.
5. Remove the existing window seat and window reveal boarding and set aside for reuse.
6. Cut back the plaster and plasterboard reveals and soffits to the new window line and provide new treated timber supports to any free edges.
7. Remove the existing stud frame beneath the window setting aside the upper and lower moulded timber sections for reuse.
8. The existing timber corbels are to be reduced in depth and reprofiled insitu and as drawn.
9. Construct new studwork structure off the reduced corbels as drawn and clad with plywood internally and externally.
10. Adapt and refix the existing timber moulding, fascia and soffit immediately above the corbels, and the cill level timber moulding at the head of the studwork - all as drawn.
11. Apply lime render over stainless steel lath to the exterior face of the new studwork with a rough cast finish to match the existing walls. Apply Keim mineral paint to the render.
12. Fix adapted windows in to position tight against the external face of the Guildhall wall - as drawn.
13. Refit panel between windows and reform render infill as above described.
14. Adapt and refix window seats and window reveal boarding to suit new window position.
15. Make good existing plastered reveals and soffits, to match existing in terms of materials, up to new window position.
16. Decorate internally to match existing colour scheme.
17. Refit existing secondary glazing casement to Council Chamber for reasons of road noise.
18. Fix shaped timber corbels to vertical corner posts to support roof projection following realignment of windows and to provide end stops to eaves of main roof each side.
19. Provide a timber soffit piece between the realigned windows and the existing moulding at the base of the roof cove - as drawn.
20. Decorate externally to match existing colour scheme.

21. Install cast iron bollards along kerb to Bridge Street, distance between kerb edge and bollards to be agreed with Dorset Council Highways. It is possible to install these closer to the kerb by bolting them to a shallow reinforced concrete pad just beneath the paving stones, thus enabling them to be installed above the various service ducts that exist in the area.

G. The Mayor's Parlour Oriel Window – The Works

1. Remove remaining paint to interior of window.
2. Remove the metal window casement, repair, powder coat and reglaze to match exactly the existing – using existing glass and comes where practical.
3. Repair the transom above the opening window – stainless steel pins and lime mortar.
4. Refix displaced mullion beside opening window.
5. Repoint all open joints and carry out miscellaneous lime mortar repairs.
6. Replace approximately 2.5m² of failed render to right of window with new lime render finished with Keim mineral paint.

H. The Front Door Pediment – The Works

1. Prop roof as necessary.
2. Dismantle the 8 no. stones that sit above the door arch and set aside.
3. Carefully lift the fallen arch back in to place and reset with stainless steel pins and lime mortar.
4. Rebuild the gable above the door arch, including repairing the finials and reinstating them on stainless steel fixings.
5. Reinststate leadwork at roof abutment to rear of pediment.

I. Pre-Application Consultations

1. An on-site pre-application consultation took place on 6th February 2020. This was attended by Jen Nixon of Dorset Council, Eve Van der Steen of Historic England, Crickmay Stark Architects and members of Lyme Regis Town Council.
2. At the end of the meeting Jen Nixon and Eve Van der Steen confirmed that they would support an application to reduce the window projection.
3. This was confirmed in the formal pre-app response dated 19th February 2020 under reference WD/D/19/002608 and is included as Appendix E of this document.
4. These applications have been prepared in full accord with advice given during the pre-application process.

J. Access

1. No alterations to the principal points of access are either necessary or proposed as part of these works.

K. Trees & Hedgerows

1. No trees or hedgerows are affected by the proposals.

L. Conclusions

1. The proposals do not conflict with applicable planning policies and they do not adversely affect the appearance of the building or its setting in the Conservations Area.
2. The proposals meet the Applicant's needs while at the same time they are sympathetic to the building's Listed Status.
3. The proposed reduction in the projection of the Council Chamber oriel window has received the pre-application support of the Conservation Officer and Historic England.
4. We conclude that the proposals are not detrimental to The Guildhall and hope the Council and statutory consultees are able to formally support the scheme.

Roger Hussey
Crickmay Stark Architects
05.11.2020

Appendix A

Letter 27th June 2018 from Highways England to JME Conservation



Our ref: CEO18771184
Your ref:

Judy Enticknap
Director
JME Conservation Ltd.,
13 Caroline Buildings,
Bath
BA2 4JH

Nick Harris
Operations Executive Director
Bridge House
Walnut Tree Close
Guildford
Surrey
GU1 4LZ

nick.harris@highwaysengland.co.uk

27 June 2018

Dear Ms Enticknap

**Highway's signs to help prevent damage to the Grade II* listed Guildhall,
Lyme Regis**

Thank you for your correspondence of 12 June 2018 addressed to Jim O'Sullivan, asking if we can consider signs on the A35 at Charmouth roundabout to advise heavy goods vehicles to avoid Lyme Regis. I am replying to you as this issue falls within my area of responsibility.

I apologise that following your call in March with the Departments Representative, Emma Bazeley, we have not been able to provide a reply until now.

I understand that Emma spoke with you on 27 June 2018 and explained the weight restrictions in place for the A3052 in Lyme Regis is clearly signed on both the A35 approach to Charmouth roundabout and at the A3052 exit arm on the roundabout. This signing is reinforced by black HGV route signs, which direct HGV through traffic for Sidmouth and Seaton to remain on the A35. Signs are in place on both the A35 approach to the roundabout and on the roundabout itself.

We understand the frustration and problems that HGVs can cause when they divert away from the strategic road network, of which the A35 is a part. As appropriate signing is already in place on the A35, and the A3052 is part of the local road network for which Dorset County Council is responsible as local highway authority, we will pass your concerns to Dorset for their consideration.

If you would like any further information, please contact the Route Manager, Andy Roberts who will be pleased to respond. He can be contacted by email at andy.roberts@highwaysengland.co.uk or by telephone on 0300 470 4704. Alternatively our correspondence address is Ash House, Falcon Road, Sowton Ind. Estate, Exeter, EX2 7LB.

Yours sincerely



Nick Harris
Operations Executive Director

www.highwaysengland.co.uk

Appendix B

Email dated 11th October 2019 from Dorset Highways to Matt Adamson-Drage

*From: Michael Westwood <m.westwood@dorsetcc.gov.uk>
Sent: 11 October 2019 09:14
To: Matt Adamson-Drage <operationsmanager@lymeaishtowncouncil.gov.uk>
Subject: RE: Lyme Regis Guildhall Overhanging Window*

*Hi Matt
Please take this as our formal response to the issues associate with large vehicles hitting the guildhall window.*

We have looked at two options in relation to this issue.

*Bollards to protect the window.
We have installed bollards under the window to try and protect it.
They have been placed as close as possible to the carriageway, unfortunately this was affected by under ground utilities and drainage pipes. It was impossible to move the existing pipe work meaning we have had to place the bollards further back than we would have liked.*

*Signage to deter HGV drivers
If we place signs on the approach road it is likely to more the vehicles in to residential roads causing more problems. The larger vehicles would have to be diverted on A35 which is a highways England road and is not controlled by this council.*

*If you require anything else let me know.
Thanks*

*Mike Westwood
Community Highways Manager
Dorset Highways*

Appendix C

Various emails between Judy Enticknapp, Eve Van der Steen and Ordnance Survey

Roger Hussey

From: VanDerSteen, Eve <Eve.VanDerSteen@HistoricEngland.org.uk>
Sent: 24 April 2019 09:55
To: Judy Enticknapp
Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Hi Judy,

Just a quick note to let you know – I'm now in touch with OS and I will let you know if there's anything they can do to change the road data for this part of the A3052.

Best wishes,
Eve

From: Judy Enticknapp [mailto:Judy@jmeconservation.co.uk]
Sent: 09 April 2019 17:04
To: VanDerSteen, Eve
Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Hello Eve,

I was wondering whether HE had managed to make any progress with this initiative to approach the satnav providers. The Lyme Regis Town Council are mindful of the need to wait see if this approach works, but as it is 13months since our meeting they are also champing at the bit and are working towards submission of a pre-app later this year....

Best wishes

Judy

Judy Enticknapp
Director
JME Conservation Ltd.,
13 Caroline Buildings,
Bath
BA2 4JH

Tel 01225 480 786
Mobile 07905 019 178

Web site <http://www.jmeconservation.co.uk>

JME Conservation Limited Registered Company No 7480523. Registered office First Floor, Templeback, 10 Temple Back, Bristol BS1 6PL

From: Van der Steen, Eve [mailto:Eve.VanDerSteen@HistoricEngland.org.uk]
Sent: 18 January 2019 10:13
To: Judy Enticknapp
Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Hi Judy,

Jim Hunter at Highways England has just got back to me – his response is as follows:

1

What is crucial here, it seems to me, is that what we do is effective. I am told that lorry drivers no longer pay a lot of attention to signposts: they look at their satnavs. So in order to stop lorry drivers going into Lyme we need to contact the Ordnance Survey as the provider of the data to the Satnav companies and get them to delete it as a route. I am trying to identify a channel through which we can undertake this. I do not know if this has been done for this sort of reason before. So I don't think it's necessarily going to be straightforward. Of course, that would not mean that no high-sided vehicle ever travelled that route.

This sounds quite proactive and positive to me, so if you can convince the TC to hold off on submitting an LBC for a while longer, perhaps we might be able to offer them a more helpful response.

Best wishes,
Eve

From: Judy Enticknapp [mailto:Judy@jmeconservation.co.uk]
Sent: 17 January 2019 17:07
To: Van der Steen, Eve
Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Thanks Eve

As an update, Matt said that there has only been one further incident this year – when a bus just nicked the corner of the window. A lorry coming towards the corner also ran into the window of the shop directly opposite, but Matt acknowledged that this is not really material to the Guildhall.

Best wishes

Judy

Judy Enticknapp
Director
JME Conservation Ltd.,
13 Caroline Buildings,
Bath
BA2 4JH

Tel 01225 480 786
Mobile 07905 019 178

Web site <http://www.jmeconservation.co.uk>

JME Conservation Limited Registered Company No 7480523. Registered office First Floor, Templeback, 10 Temple Back, Bristol BS1 6PL

From: Van der Steen, Eve [mailto:Eve.VanDerSteen@HistoricEngland.org.uk]
Sent: 17 January 2019 16:53
To: Judy Enticknapp
Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Hi Judy,

I've not heard back from the Highways chap, so I'll chase him now. I'll let you know what he says.

Best wishes,

2

Eve



We are the public body that helps people care for, enjoy and celebrate England's spectacular historic environment, from beaches and battlefields to parks and pie shops.

Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) Sign up to our [newsletter](#)

This e-mail (and any attachments) is confidential and may contain personal views which are not the views of Historic England unless specifically stated. If you have received it in error, please delete it from your system and notify the sender immediately. Do not use, copy or disclose the information in any way not set in reliance on it. Any information sent to Historic England may become publicly available. We respect your privacy and the use of your information. Please read our full [privacy policy](#) for more information.

From: Judy Enticknap [<mailto:judy@imeconservation.co.uk>]

Sent: 17 January 2019 16:27

To: Van der Steen, Eve

Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log

Dear Eve

I was wondering whether you have had any feedback from your colleague on this yet. I am about to return a call from Lyme Regis asking me how I am getting on with preparation of the Heritage Statement (which I have previously told them is still premature!) as they want to instruct an architect to prepare drawings to submit with a LB application to remove the oriel window.

Best wishes

Judy

Judy Enticknap

Director

JME Conservation Ltd.,

13 Caroline Buildings,

Bath

BA2 4JH

Tel 01225 480 786

Mobile 07905 019 178

Web site <http://www.imeconservation.co.uk>

JME Conservation Limited Registered Company No 7480523. Registered office First Floor, Templeback, 10 Temple Back, Bristol BS1 6PL.

From: Van der Steen, Eve [<mailto:Eve.VanDerSteen@HistoricEngland.org.uk>]

Sent: 05 November 2018 15:28

To: Judy Enticknap

Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log

Dear Judy,

Just a quick update – I've been in touch with the "Principal Cultural Heritage Advisor" at Highways England who lives in Dorset and will go and take a look at the situation at some point.

He does advise that contact with the SatNav companies would be worthwhile though - drivers do indeed follow their devices not signage I've asked him for advice on this.

3

Best wishes,

Eve

From: Judy Enticknap [<mailto:judy@imeconservation.co.uk>]

Sent: 01 October 2018 09:46

To: Van der Steen, Eve

Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log

Hello Eve,

I have had a telephone call from Lyme Regis Town Council asking whether there is anything to report re: your discussions with Highways England. For information, apart from a near-miss, resulting in minimal damage to the oriel window, there have been no other accidents since the bollard has been installed – although Matt says that this isn't because the bollard has protected the oriel, because it has been set midway into the footpath (too many cables closer to the road edge) and therefore doesn't provide much protection – but in any case the Highways didn't want to place it closer to the road because of the knock-on effect of bringing vehicles too close to the buildings on the opposite side of the street.

Best wishes

Judy

Judy Enticknap

Director

JME Conservation Ltd.,

13 Caroline Buildings,

Bath

BA2 4JH

Tel 01225 480 786

Mobile 07905 019 178

Web site <http://www.imeconservation.co.uk>

JME Conservation Limited Registered Company No 7480523. Registered office First Floor, Templeback, 10 Temple Back, Bristol BS1 6PL.

From: Van der Steen, Eve [<mailto:Eve.VanDerSteen@HistoricEngland.org.uk>]

Sent: 16 August 2018 10:55

To: Judy Enticknap

Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log

Hi Judy,

I've contacted our Senior National Infrastructure Adviser about this, as I understand that she's our contact with Highways England – I'll let you know how I get on. Hopefully we can bring some pressure to bear.

Best wishes,

Eve

From: Judy Enticknap [<mailto:judy@imeconservation.co.uk>]

Sent: 17 July 2018 17:55

To: Van der Steen, Eve

Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log

Dear Eve,

4

CRICKMAY STARK ARCHITECTS

David mentioned this to Stephen Guy at a meeting in Queen Square a week or so ago and he promised to raise this at Director level so it may be worth seeing how he has got on.

Best wishes,

Judy

From: Van der Steen, Eve [<mailto:Eve.VanDerSteen@HistoricEngland.gov.uk>]
Sent: 17 July 2018 17:12
To: Judy Enticknap; 'Matt Adamson-Drage'
Cc: Catherine (Kate) Williams <CWilliams@dorset.gov.uk> <CWilliams@dorset.gov.uk>
Subject: RE: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Dear Judy et al,

Thank you for keeping me in the loop. I intend to discuss this issue with colleagues, as it appears to be a national problem and will let you know how I get on.

Best wishes,
Eve



We are the public body that helps people care for, enjoy and celebrate England's spectacular historic environment, from beaches and battlefields to parks and pie shops.
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | Sign up to our [newsletter](#)

We're creating a list of the 100 places which tell England's remarkable story and its impact on the world; listen to our [podcasts](#) to see what's made the list. [A History of England in 100 Places](#) sponsored by Ecclesiastical

This e-mail (and any attachments) is confidential and may contain personal views which are not the views of Historic England unless specifically stated. If you have received it in error, please delete it from your system and notify the sender immediately. Do not use, copy or disclose the information in any way nor act in reliance on it. Any information sent to Historic England may become publicly available. We respect your privacy and the use of your information. Please read our full [privacy policy](#) for more information.

From: Judy Enticknap [<mailto:Judy@imeconservation.co.uk>]
Sent: 27 June 2018 12:38
To: 'Matt Adamson-Drage'
Cc: Van der Steen, Eve; 'Paul Wyeth'; 'David Chipler'
Subject: Fw: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Dear Matt

I had a conversation with Emma Bazeley – as you see we will be receiving a formal letter to confirm that Highways England can't help with signage. However, Emma suggests that the appropriate satnav suppliers should be contacted – I am afraid this falls outside my remit, so can I leave it in your hands to make the necessary contacts.

Best wishes

Judy

Judy Enticknap
Director
JME Conservation Ltd.,
13 Caroline Buildings,
Bath
BA2 4JH

Tel: 01225 480 785
Mobile 07905 019 178

Web site <http://www.imeconservation.co.uk>

JME Conservation Limited Registered Company No. 7480593. Registered office First Floor, Templeback, 10 Temple Back, Bristol BS1 6PL

From: Bazeley, Emma [<mailto:Emma.Bazeley@highwaysengland.co.uk>]
Sent: 27 June 2018 12:24
To: Judy Enticknap
Subject: Highways signs to help prevent damage to the Grade II* listed Guildhall, Lyme Regis (CONFIRM Log)

Good Afternoon Judy,

As discussed we have reviewed the signs and are unable to install any further signage in this location. However following the call this morning I thought I would send you a quick email explaining the technology issue we have experience at a similar location within Cornwall, in case the detail is not within the letter sent by our Directors.

Now that satellite navigation systems are in use by most drivers including HGV drivers, Highways England are finding across the region that more and more signs are being ignored. This is not an easy situation to resolve and I would suggest you ask your local Highway Authority (Dorset) make contact with the service providers (e.g. Tom Tom, Garmin, etc) to explain the situation in Lyme Regis.

Kind regards, Emma

Emma Bazeley
Service Manager (A30/A38) & Departments Representative (A30/A35)
Highways England | Ash House | Falcon Road, Sowton Ind. Estate | Exeter | EX2 7LB
Telephone: +44 (0) 300 470 4725
Mobile: + 44 (0)7702 970 705
Web: <http://www.highways.gov.uk>

This email may contain information which is confidential and is intended only for use of the recipient/s named above. If you are not an intended recipient, you are hereby notified that any copying, distribution, disclosure, reliance upon or other use of the contents of this email is strictly prohibited. If you have received this email in error, please notify the sender and destroy it.

Highways England Company Limited | General enquiries: 0300 123 5000 | National Traffic Operations Centre, 3 Ridgeway, Quinton Business Park, Birmingham B32 1AF | <https://www.gov.uk/government/organisations/highways-england> | info@highwaysengland.co.uk

Registered in England and Wales no 9346363 | Registered Office: Bridge House, 1 Walnut Tree Close, Guildford, Surrey GU1 4LZ

Consider the environment. Please don't print this e-mail unless you really need to.

Roger Hussey

From: VanDerSteen, Eve <Eve.VanDerSteen@HistoricEngland.org.uk>
Sent: 02 May 2019 15:20
To: 'Judy Erbicknap'
Subject: Guildhall, Lyme Regis

Hi Judy,

It's not particularly positive news, after all that time and emailing I'm afraid. ...it seems common sense doesn't apply to traffic management!!

I've been in touch with the people at OS, who provide the maps for the SatNav companies – their response was:

Ordnance Survey Highways data contains attribution in relation to the road network and not buildings that are adjacent to it. If the road was subject to a Traffic Regulation Order with a height or width limit then this would be included within the attribution of the Highways dataset, although whether users of the data choose to use the attribution is not something that we can dictate. The other issue is that not every driver will use Ordnance Survey data to decide which is a suitable route as Sat. Nav providers have a choice of data sources.

Perhaps if the Local Highways Authority considers a Traffic Regulation Order appropriate then any height or width restrictions would be included within the Highways Dataset and this may go some way to helping managing traffic on the route.

I was recommended to contact Dorset Highways, which I've just done and the process of obtaining a Traffic Regulation Order (TRO) needs to come from the Town Council apparently and often takes a long time to implement. It is probably worth them at least looking into this option in the first instance – they can be contacted on 01305 221020. I asked whether it might be possible to install signage on the A35, but this apparently requires a TRO 100.

Sorry not to be more helpful!

Kind regards
Eve

Eve Van der Steen
Assistant Inspector of Historic Buildings and Areas
Development Advice
South West – Dorset, Devon and Cornwall
Direct Dial 0117 975 0685 | Mobile 07500 617011

Historic England | 29 Queen Square
Bristol | BS1 4ND



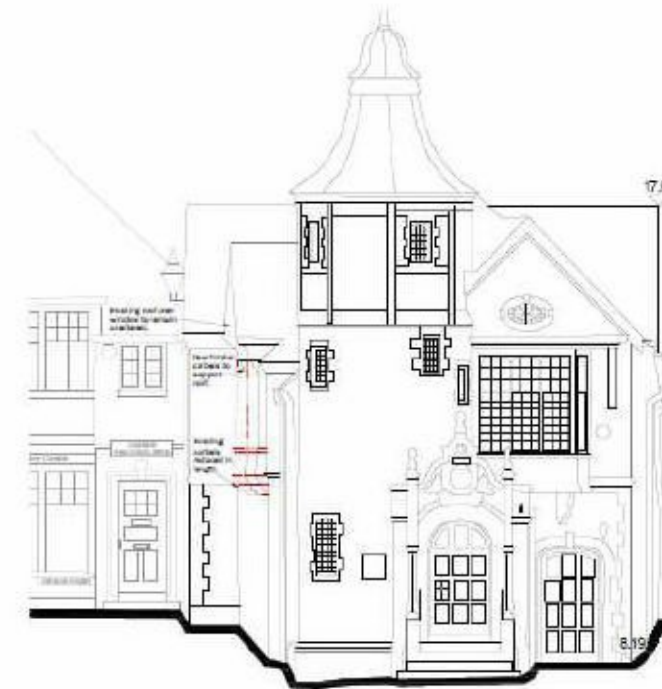
Historic

<https://historicengland.org.uk/southwest>

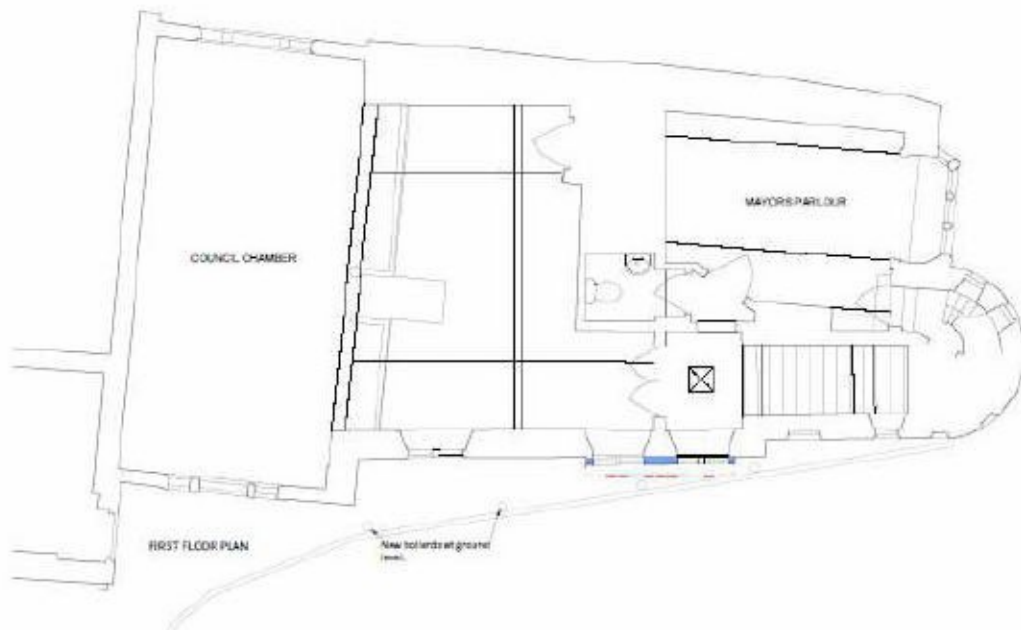
Follow us on Twitter @HE_SouthWest



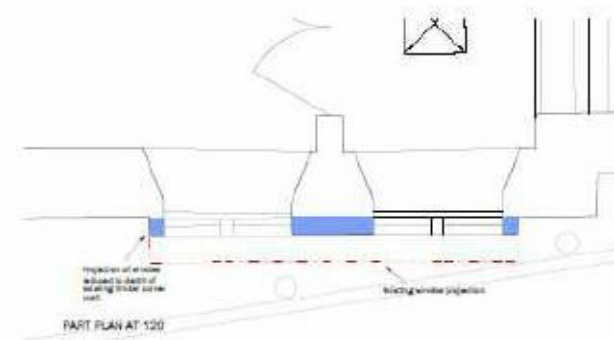
NORTH ELEVATION



WEST ELEVATION



FIRST FLOOR PLAN



PART PLAN AT 120

**CRICKMAY
STARK
ARCHITECTS**

0125 475454
2000
275 17th
10000
www.crickmaystark.co.uk

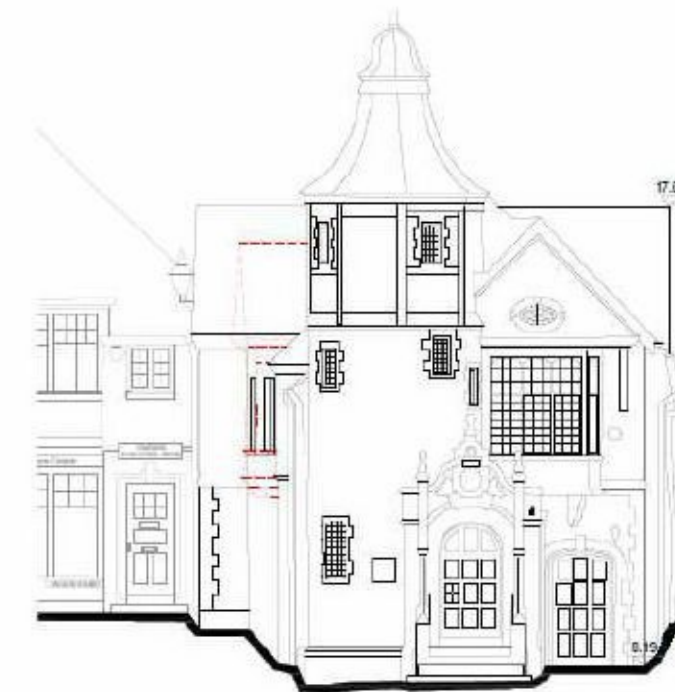
GLINDHALL
LYME REGIS
DORSET
LYME REGIS TOWN COUNCIL
SCHEME DESIGN
OPTION A
PLANS AND ELEVATIONS

Scale 1:40 @ A1
DATE September 2016
DRAWN S.Pittler

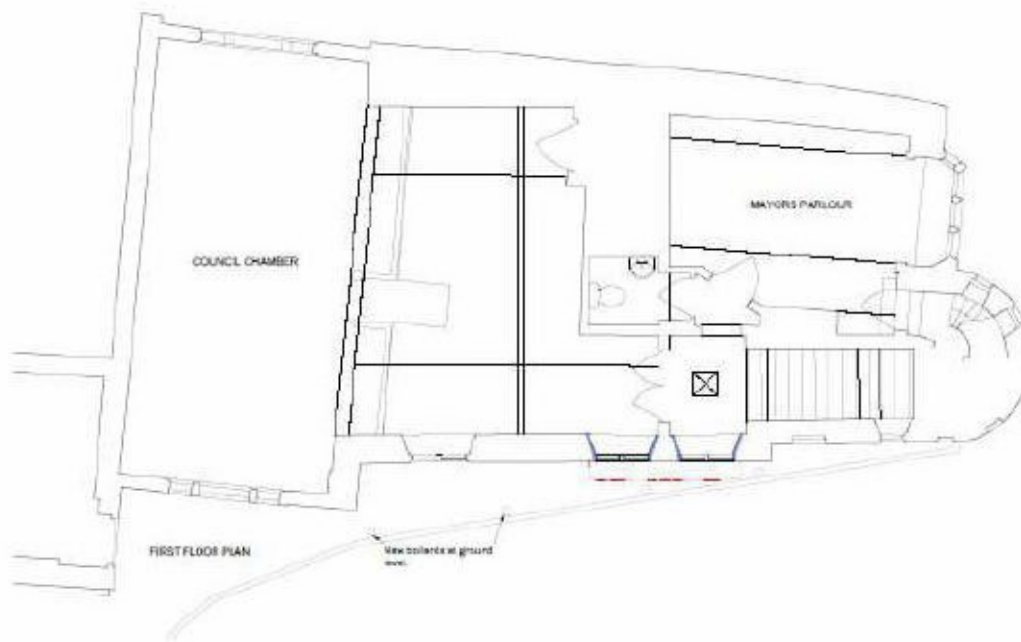
19/045/SK1	
------------	--



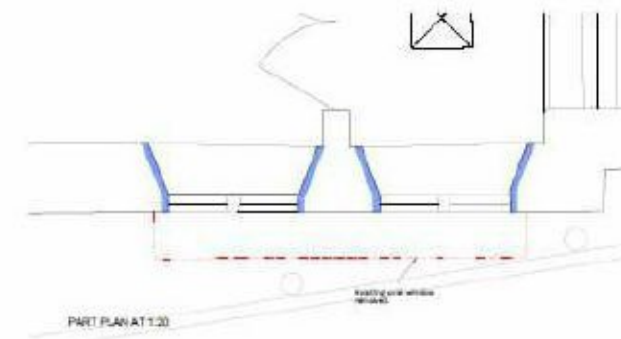
NORTH ELEVATION



WEST ELEVATION



FIRST FLOOR PLAN



PART PLAN AT 1:20

**CRICKMAY
STARK
ARCHITECTS**

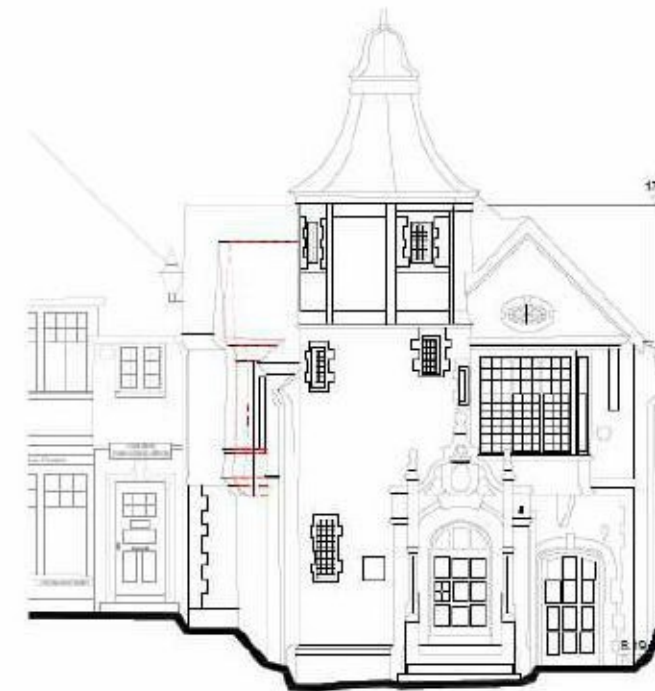
1214 Princes Street
Dorchester
Dorset
DT1 1TW
01306 366001
01306 366002
www.crickmaystark.com

GLENN HALL
LYME DECE
for
LYME REGIS TOWN COUNCIL
SCHEMATIC DESIGN
OPTION B
PLANS AND ELEVATIONS
Date 18.09.2019
BY September 2019
Scale 5 P1201

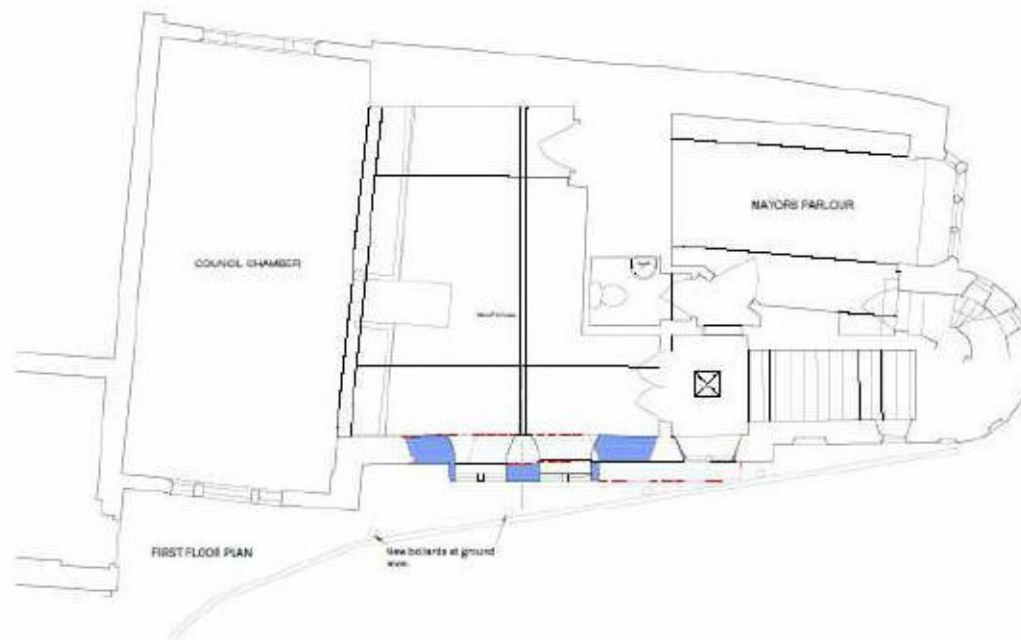
19/045/SK2



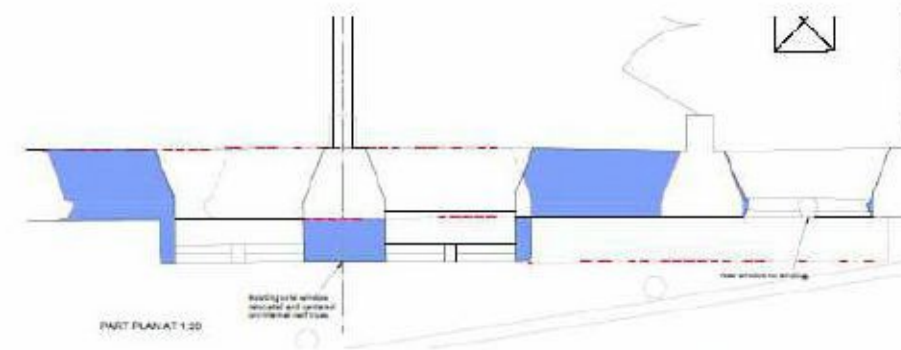
NORTH ELEVATION



WEST ELEVATION



FIRST FLOOR PLAN



PART PLAN AT 1:20

**CRICKMAY
STARK
ARCHITECTS**

100A PRINCES STREET
DORCHESTER
DORSET
DT1 1TW
T: 01306 20000
E: info@crickmaystark.co.uk
www.crickmaystark.co.uk

GUILDHALL
LYME REGIS
for
LYME REGIS TOWN COUNCIL

SCHEME DESIGN
OFFICE C
PLANS AND ELEVATIONS

Scale: 1:50 @ A1
DATE: September 2019
DRAWN: S PITCHER

19/045/SK3

Appendix E

Pre-App Response dated 19th February 2020

South Walks House
South Walks Road
Dorchester
DT1 1UZ

Tel: (01305) 838954
Website: www.dorsetcouncil.gov.uk



Roger Hussey
Crickmay Stark Architects
13-14 Princes Street
Dorchester
DT1 1TW

Email: planningteam@dorsetcouncil.gov.uk

LYME REGIS
19 February 2020

Dear Mr Hussey

Application No: WDI/19/002608
Proposal: Pre-Application Consultation - Reduce projection of first floor oriel window (Listed building advice only)
Location: THE GUILDHALL, BRIDGE STREET, LYME REGIS, DT7 3QA

I write in response to your pre-application enquiry and information provided by you, received on 18/10/2019 regarding the above proposal.

The following is a response from Kate Williams and a further response from Jen Nixon, following a site meeting.

Conservation Comments:

Kate Williams - Senior Design and Conservation Officer
22 November 2019

This pre-application submission follows informal dialogue stretching back some time over The Guildhall and the damage it has experienced due to vehicles hitting the oriel window.

Whilst the submitted Statement of Significance is useful, the primary information needed at this stage are copies of correspondence between and from County Highways, Highways England, the town Council and Historic England. The covering letter to this submission states that it is 'extremely unlikely that the County Council (now Dorset Council) and/or Highways England are going to be able to implement measures that prevent/prohibit these large vehicles travelling through Lyme's ancient streets' and this explains why it has been concluded that traffic management is not going to stop repeated incidents.

I should want to be very clear about what measures have been discussed with either Highway Authority (including improved bollarding/improved signage/a taller pole with an alert sign set right in front of the oriel window) etc. Rather than learning it to be 'unlikely' that any traffic management alteration is going to be possible, I should like to see in writing what could be proposed, if this is possible and how it could be achieved - if not, why not. Further justification should also include clarification on the specific number of times that the oriel window has been hit in the last 5 years and if there is a pattern in the time of year that this happens, in case temporary measures could be applied at certain times of the year.

The need for this information is due to the fact that the building is one of our rarer listed buildings at Grade II* and the oriel window is a fundamental part of its frontage, character, appearance and structural integrity. It's permanent alteration due to (possibly occasional)

vehicular damage seems an extreme measure when it should be the type of vehicles that move through Lyme's narrow streets that should be better controlled.

From the options presented in this pre-application, the reduction in the oriel window depth appears to be the less invasive approach, but will still be harmful to the character and integrity of the building. There also is no guarantee that this measure will actually prevent vehicles from hitting it.

Whilst a site meeting has been paid for, I am due to be leaving the authority next week for some time so this is not going to be feasible. Whilst another of the team may in time be able to attend a meeting, if they feel that would be helpful, I believe it would greatly assist our understanding of the situation if the above information be submitted first.

Jen Nixon - Senior Conservation Officer
19th February 2020

Following on from the previous response, a site visit has now been undertaken with Historic England in regard to this Grade II* building within the historic core of the town and located in a very prominent location on the main street.

Various suggestions have been put forward by the applicant and agent in regards to addressing the issue of vehicle collisions with the lower section of the first floor projecting oriel window, due to the very tight turn being negotiated by double decker buses and large lorries following satnav directions and failing to adhere to highway signs.

Bollards at pavement level have been installed in recent times to try and reduce the proximity of traffic and in particular any mounting of the pavement, however, Highways have stated that these cannot be located closer to the kerb due to underground services and the presence of a further oriel bay window to a property diagonally opposite also restricts width restraints.

It has been agreed that only one proposal is feasible and that involves the existing window remaining in its present location but the extent of projection being reduced. This will retain the upper corning and eaves overhang as present, but involve the setting back of the lower sections of the construction housing the fenestration. The existing bottom timber supporting corbel detail will need to be adapted by reducing the timbers' lengths and projection so they will appear more as a decorative detail rather than joists.

Summary

A Listed Building Consent application will be required and as part of this the following will be required:

- Heritage Statement/ DAS to include assessment of significance, impact and demonstration of the Options Appraisal carried out and levels of their associated level of impact.
- Items to evidence (as supplied at pre-app) with associated summary to justify for the proposal
- Structural Works Spec. to include reinstatement and the adjustment of any sections of the existing window bay structure
- Method statement for recording, dismantling and reinstatement of the structure.
- Annotated proposed plans, elevations and 1:5 or 1:10 (whichever is more appropriate) section drawings for installation method externally and internally to include impact and changes on the internal chamfered opening, window reveal, sill,

- lintel, surface finishes, any associated joinery
- Details of any works to the windows themselves.

This advice is officer opinion based on current legislation, planning policy and guidance available to the officer at the time of writing, and is given without prejudice to any future application.

The Council provides planning guidance on its website regarding the validation requirements for applications submitted in West Dorset. The link below provides a set of validation checklists to assist you in providing the necessary information required for your application to be registered. Failure to provide the information and plans required will result in delays during the registration process:

<https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning-buildings-and-land.aspx>

These additional link below provides further planning application advice and information on how to apply...

www.planningportal.co.uk/

The Council provides a Building Regulations service, and if your application relates to a listed building it is advised that you consult Building Control before submitting any subsequent application for Listed Building Consent. Details of our Building Regulations service can be found via the following link:

www.dorsetcouncil.gov.uk/building-control/

As you may be aware, the Freedom of Information Act (FOIA) 2000 gives members of the public a general right of access to information held by us subject to any exemptions that might apply. Whilst your submission will not be made publicly available, it could become the subject of a future FOI request.

Yours sincerely

Dean White
Planning Officer