

Design & Access Statement

And

Heritage Statement

In support of an application for Full Listed Building Application

Proposal: Verification of casement window and dormer detail, into the extant rear extension being constructed at Brookside cottage.

Address: Brookside, Cowlinge, Suffolk, CB8 9QD

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Introduction

This statement has been prepared by the applicant; whom studied at The Royal Agricultural University, Cirencester – to gain a RICS accredited degree in Property Law & Surveying. In support of an application to verify casement window and dormer details, into the extant rear extension being constructed at Brookside cottage.

The design and access part of this statement is a requirement of Section 10 of the Town and Country Planning (Listed Buildings and Conservation Areas) 1990 Act, as amended by Section 42 of The Planning and Compulsory Purchase Act 2004. The Heritage Statement is a requirement by Historic Environment Good Practice Advice and the Local Planning Authority's (LPA) own information requirements.

This statement should be read alongside:

- The planning application REF: PP-09921231
- Location Plan; Brookside
- Site Plan: Brookside Extant Extension
- Original Extant Planning Drawings from 1991: REF: DP200/1

The purpose of this statement is to justify and explain the rationale behind the proposal and demonstrate that proper regard has been had to design, access and the special interest of the listed building.

Design and Access Statement

Proposal

This proposal is for verification of casement window and dormer details, into the extant rear extension being constructed at Brookside cottage; which is the construction of a rear two storey timber framed rear extension, erected on a plinth of bricks with rendered elevations, inglenook fireplace to the ground-floor with Suffolk Pantiles for the roof, with two first-floor en-suite bedrooms; alongside, a linking structure to the original Grade II Listed building. This proposal has already gained Planning Permission in 1991 and gained a Certificate of Lawfulness in 2009.

On the very limited information available for the extant extension, both the style of the windows; which are presumed to be flush fitted casements and their dimensions - including all of the dormer windows are unknown. There is no scale to the elevational drawings on the extant plans or sectional drawings available (see **Annex 1: Architectural drawings from 1991 Extant Permission...**)

Therefore, I seek clarification on details in writing or permission to make changes if deemed necessary; now that the extension is being constructed, it is a physical structure and amendments can be sought. The clarification/amendments sought are:

- 1) Insert flush fitting, double glazed casement windows; which consist of three sections, with two side openings - without internal glazing bars (which are indicated on the 1991 drawings). Recent conversations with the Conservation Officer have indicated, that the casement windows without internal glazing bars within each section are acceptable. (See **Annex 6: Example picture of a flush-fitting casement window in three sections; without glazing bars**)
- 2) Enlarging the two rear dormer windows (south-facing aspect of the extant rear extension; not shown on the passed drawings from 1991), to match the size and scale of the three front facing dormer windows towards the front facing northern-aspect. It has been brought to my attention that the windows to the rear of the extension are 'not the same size, as the three to the front (which face North)'. I do not agree with this assessment, without a scale on the elevational drawings or indeed, a

drawing of the South-facing elevation; which would physically demonstrate the size and massing of the proposed dormer windows. It is literally impossible to ascertain the correct size and scale of the two rear dormers that passed into extant permission. (see **Annex 2: Architectural drawings from 1991 Extant Permission; no elevational drawings of the Southern aspect...**)

The Eastern and Western elevational drawings demonstrate no difference between the three dormer windows illustrated at the 'front' northern aspect of the rear extension and the two dormer windows at the 'rear' (southerly facing aspect); with regards to the height (vertically), width and depth of these five comparable dormer windows. (see **Annex 3: Architectural drawings from 1991 Extant Permission; the Eastern and Western elevational...**)

Therefore, with regards to the 'increase' in length (horizontally) of the rear, south-facing dormers (to match the front facing northern dormers); there would be no visible effect, nor harm to the fabric of the Listed Building, or its character. As the side profiles would only remain visible from the Eastern and Western elevations; which would not change in size nor scale. Only leaving the potential increase of length, shielded from view by the rear thatched elevation of the original Grade II Listed Building; which does not have any first-floor openings (unlike the two dormers in the front facing southerly aspect); which is supported by Policy DM15: Listed Buildings g. 'respect the setting of the listed building, including inward and outwards views'.

However, my fiancé and I do not wish to make a Planning or Listed Building infringement! Therefore, if it is still believed necessary; we wish to apply for planning permission to 'enlarge' the two rear (Southerly) dormer windows (DW) of the extant extension, to match the size and scale of the three, front northern-facing dormer windows.

The enlargement of the two rear DW, will allow for the already agreed change in location for the staircase from the Eastern elevation of the extension; to the middle of the southerly aspect, due to concerns for adhering to Building Regulations for head height restrictions.

The change in location for the staircase, will allow for the staircase to rise into the Dormer Window (DW). However, the DW will need to be 'enlarged'; matching the size and scale of the three 'front' north-facing dormer windows – for the DW to adequately house the rising staircase and provide sufficient head height, to meet current Building Regulations (BR).

The change in style of the casement windows, is sought to provide clarity from the existing Grade II Listed Building, which mainly has casement windows (although, they greatly vary in size and style; we will seek to tie in all the casement windows into a single more sympathetic, double glazed openings, constructed of thin wooden frames and bars; seeking continuity of style. Once the extension is finished.), the new wooden casement windows will provide harmony in construction material; however, will be double glazed to meet current energy efficiency performance and environmental standards – alongside, having no internal glazing bars. Which will ensure that the new openings in the rear extension, are not sought to be a pastiche of the original windows located in the cottage; but a clear departure in the dwelling's 'story'.

Many other cottages, Listed or otherwise; such as Hurdle Hall, have had new openings created to signify changes in window fashion, demonstrating traditional sash windows. Other properties such as 'The Compasses' cottage; have had sash windows placed into existing openings, instead of enlarging them; alongside an extension with sashes and Suffolk Pantiles instead of a thatched roof.

It is of my belief that the story of the cottage, can best be read; by a clear departure of window style and construction method for the extension. Which clearly signifies the extension as a new addition,

not a pastiche, but sympathetic to other material changes in the locality; tying into the local vernacular.

The verification of casement window and dormer details, into the extant rear extension (EP) being constructed at Brookside cottage; is sought for the enjoyment of the Carpenter-Brown family, as Mr Brown grew up on his family farm in South-East Cambridgeshire on the Suffolk/Essex border and wishes for his adopted nephews to enjoy the same halcyon days of childhood that he enjoyed in the countryside; alongside his fiancé Craig - at Brookside, Cowlinge, Suffolk, CB8 9QD.

Site Assessment

The property is located within the middle of the village, towards the end of Queens Street and the beginning of Erratts Hill, opposite Tons Green. It was originally a single dwelling house constructed in the 18th century, that had been converted into two smaller cottages a 'two up, one down; with a large inglenook for cooking and heating in both sides'. The structure was originally a detached, thatched, timber framed cottage; that has had the addition of a brick and flint skin fronting the ground-floor façade with casement windows and a rear single-story lean-to.

It is presumed to have been a farm/small-holding previously with a farm-yard to the left hand-side (now Brookside Cattery), with two separate agricultural fields to the rear of the site. There was previously a large detached barn and store to the rear of the property; however, this was subsequently demolished to make way for the extant 1991 permission, to build a rear extension with a conservatory and garage.

Amount & Scale

The verification of casement window and dormer details, into the extant rear extension (EP) being constructed at Brookside cottage; which consists of a timber framed two storey rear extension, built on a brick plinth, with an inglenook fireplace to the ground-floor and rendered external elevations. Whilst making amendments to the two rear DWs, enlarging them and changing the style of window from flush-fitting casements with internal bars, to casements; still with three sections, but no internal glazing bars.

The structure, which is located at the rear - directly behind the existing structure of Brookside Cottage; running parallel to the whole property, sited on the existing large gravelled area to the rear. Which forms a significant part of the property's rear curtilage.

The structure will occupy a space of 41'4" x 17'9" (12.61m x 5.45m). With the linking structure in 'conservatory style', having a depth of 7'11" and a length of around 8' (this dimension is not stated on the EP). The EP is to match the same ridge height as the existing Grade II Listed Cottage, constructed in parallel behind the rear.

The potential amendment sought, will enlarge the rear two DWs; matching the scale and size of the 'front' north-facing windows, which massing has already been agreed upon; within the realms of the 1991 EP. However, there no 'sections' to detail the actual size of the casement windows in the ground-floor walls nor, in the DW; including the scale and mass of the DWs. Therefore, it is hard to argue that the rear (south-facing) DWs are considered smaller than the front (north-facing) DWs. Hence why verification is sought and to grant permission if deemed necessary?!

The second amendment to change the style of the casement windows, will not affect the massing or scale of the EP; but will positively demonstrate a change in the build's story.

Design & Impact Assessment

The design of the flush-fitting casements and the potential enlargement of the rear two DWs, have been chosen to withstand the elements of the weather and to also complement and blend in naturally, maintain and enhance the surrounding rural residential area, alongside being in keeping of the original Grade II Listed house; which is of a timber framed construction, with a later brick and flint façade – for agricultural occupiers.

The materials chosen for the rear extension that is being constructed are; a timber frame, erected on a plinth of bricks with external rendered elevations; with the double-glazed casement windows, being made out of wood and painted white. Suffolk pantiles for the roof and the ridges of the three DWs to the 'front' north-facing elevation and two DWs on the rear south facing elevation, which will over-look the thatched roof. Alongside, a 'conservatory style' linking structure to the original Grade II Listed building. The selected materials should therefore, conform to Listed Building Policy DM15 'e' - 'use appropriate materials and methods of constructions which respect the character of the building'.

The clarification/amendments sought are:

- 1) Insert flush fitting, double glazed casement windows; which consist of three sections, with two side openings - without internal glazing bars (which are indicated on the 1991 drawings). Recent conversations with the Conservation Officer have indicated, that the casement windows without internal glazing bars within each section are acceptable.
- 2) Enlarging the two rear dormer windows (south-facing aspect of the extant rear extension; not shown on the passed drawings from 1991), to match the size and scale of the three front facing dormer windows towards the front facing northern-aspect. It has been brought to my attention that the windows to the rear of the extension are 'not the same size, as the three to the front (which face North)'. I do not agree with this assessment, without a scale on the elevational drawings or indeed, a drawing of the South-facing elevation; which would physically demonstrate the size and massing of the proposed dormer windows. It is literally impossible to ascertain the correct size and scale of the two rear dormers that passed into extant permission.

The Eastern and Western elevational drawings demonstrate no difference between the three dormer windows illustrated at the 'front' northern aspect of the rear extension and the two dormer windows at the 'rear' (southerly facing aspect); with regards to the height (vertically), width and depth of these five comparable dormer windows.

Therefore, with regards to the 'increase' in length (horizontally) of the rear, south-facing dormers (to match the front facing northern dormers); there would be no visible effect, nor harm to the fabric of the Listed Building, or its character. As the side profiles would only remain visible from the Eastern and Western elevations; which would not change in size nor scale. Only leaving the potential increase of length, shielded from view by the rear thatched elevation of the original Grade II Listed Building; which does not have any first-floor openings (unlike the two dormers in the front facing southerly aspect); which is supported by Policy DM15: Listed Buildings g. 'respect the setting of the listed building, including inward and outwards views'.

The design of the EP will match similar domestic structures, such as Brookside Cattery next-door; a timber framed property on a brick plinth, with plastered elevations and a Suffolk Pantile roof. This provides a clear departure from the Grade II Listed property, although respectful of traditional construction methods and following the local vernacular of the area; which demonstrates a property's evolutionary story over time. Which is clearly evident around the settlement of Cowlinge,

when buildings have been enlarged, subdivided and followed changes in style and construction methods; such as changes in style and type and Suffolk Pantiles replacing thatch as the predominant roofing choice, in the locality.

Therefore, the parallel EP rear extension should sit in harmony beside the original Grade II Listed property. Extensions, changes in materials and construction methods are demonstrated across the village. As the EP was agreed in 1991 and achieved a Certificate of Lawfulness in 2009, the structure of this building and its location in regards to the host-building; should not therefore be in question. Instead, verification of casement window and dormer details, into the extant rear extension are being sought.

Listed Buildings Policy (LBP) DM15 'g' states that an extension should 'respect the setting of the Listed Building, including inward and outward views'. Therefore, in today's siting, the EP extension would sit without harm to the original structure; of which, at the rear of Brookside has limited visual aesthetic, or heritage value. A large expanse of thatch, with no openings within it (unlike the front section), falls to the top of the where the single-story utility room extension once was and to the top of the only window openings. The previously weather-boarded utility room extension has been demolished; in its place, a linking 'conservatory style' structure will be built. The current opening into the original Grade II Listed cottage, from the utility room; which was created as part of the 1991 permission - would provide access to the new linking structure. Connecting the old cottage and the new EP sympathetically without being a pastiche.

There are only two other openings to the rear of Brookside; both in the living room. One of these openings in the living-room, is believed to have been a non-original rear door opening, from when the original cottage was subdivided (see **Annex 4: Picture of previous rear opening into current living-room; with decorative brick surround.**). It currently houses the only double-glazed window in the whole house and is has limited aesthetic or historical value; as a large, non-opening structure in juxtaposition to the other casement window openings within the cottage.

In line with DM15 'g', the outward view from this window, has a limited aspect; the thatch roof obscures any far reaching view that might be obtained to the meadow and instead, captures the view of the significant area of shingled hard-standing. Which is part of the already established, curtilage of Brookside. The other opening, is a very small, single glazed, non-opening structure also thought to be non-original (see **Annex 5: Picture of the second rear opening inside living-room; small, no decorative brick surround**). Unlike the larger rear facing window in the living room, externally it has no decorative brick surround. It is presumed that, it may have been created as a window opening; allowing light for a second staircase, to rise to the first-floor attic rooms; once the original single dwelling house had been subdivided into two dwellings.

This would give understanding, as to why the original Western side access door into Brookside was closed (as the staircase would have risen across it) and then subsequently reopened as part of the 1991 Planning Permission; to erect a conservatory and formed part of the 2009 Planning Conditions met, to reach the Extant planning criteria, for achieving a Certificate of Lawfulness.

However, these windows form part of the property's history and as part of LBP DMC 15 'c' would be kept and enhanced; therefore, would not be 'detrimental to the building's character or any architectural, archaeological, artistic or historic features that contribute towards its special interests'. The parallel EP extension would run along the rear of the original cottage with a 7'11" entry courtyard corridor, which would ensure no loss; physically or aesthetically to the original Grade II Listed Building.

In line with LBP DMC 15 'a', no harm would be caused to the property's fabric. Demonstrated by the demolition of the large weather boarded utility room and subsequent erection of the 'conservatory style' linking structure; these works have seen a decrease in massing of the old extension by over 50%. This demonstrates a positive impact of implementing the whole scheme; by revealing more of the original external rear wall. Alongside the EP's ability to sit harmoniously behind the original Grade II Listed building's structure; whereas if a different scheme had been implemented - especially at a perpendicular angle; there could have been a significant loss of historic fabric, by cutting into the thatched roof and abutting onto the rear façade causing harm to the original structure. Which has stayed intact and is visible to the eye, via the use of a glass linking structure instead; which in turn, reduces the impact of the current rear utility room extension, as mentioned above. Therefore, inline with DM15 'b' to 'contribute to the preservation of the building'; with the uncovering of a large section of the rear façade.

The impact of the amendments to the existing EP scheme, will work to compliment and further enhance the extension in relation to the original Listed Building; especially with regards to changes in Planning Policy guidance and recommendations since 1991.

The departure from casement windows with glazing bars; to without, as discussed above - is a natural progression in a property's story; as fashions change. Therefore, a positive impact of this amendment to the EP will provide a clear distinction between old and new. Instead of creating a pastiche with the installation of a sixth different style of casement window in the same property as a whole.

Demonstrating that LBP DM15 'd' should be respected, as the enlarged rear DWs will match the size, scale and massing of the 'front' forth facing DWs and therefore; be in keeping of what has already been accepted. The front South facing aspect of the original cottage, has two large openings hipped into the thatch in the form of DWs. Therefore, enlarging the 'rear' South facing DWs in the EP extension, will ensure these windows (which are not visible from the front façade nor intrusive from the rear; as there are no rear openings into the thatch) 'are an appropriate scale, form, height and massing'. Alongside the change in the type of window inserted into the DWs of the rear extension, it will also ensure that the design 'respects the existing building and it's setting'.

By not attempting to copy the original building, the amendments to the EP will ensure that LBP DM15 'c' are 'not detrimental to the building's character or any architectural... historic features that contribute towards its special interest'! A Suffolk pantile roof and larger casement windows, without glazing bars; create a new narrative for the property, ensuring the extension, is a clear departure from the original Grade II Listed Building

LBP DM15 'l': 'have regard to the present and future economic viability or function of the listed building' - previously; Brookside, has not seen any internal renovation since the early 1980s – occupiers must be able to continue to enjoy habitation of historic buildings and meet the needs of 21st Century living requirements. Otherwise, buildings face decades of neglect and eventually dereliction, upon owners remaining to live in properties that are no longer fit for habitation; as they are either unable to afford costly refurbishments or prevented from making changes.

Therefore, it is essential, to create a future 'proof' home, on a size and scale fitting of the site and of the original building. The property as a whole, after the extension is finished, will affectively create a 'North' and 'South' wing, which combined will have had five double bedrooms and three bathrooms on the first-floors and three principal reception rooms on the ground-floors.

The amendments/clarification sought, will ensure the future viability of Brookside as a dwelling fit for continued and future habitation. By careful planning and tweaking of the original EP, the extension provides just two further bedrooms instead of three; however, the two en-suites in-place of that third bedroom, gives such a substantial home the balance of sleeping and bathing accommodation; that it lacked previously with only one bathroom for three bedrooms!

Tree Survey

A visual assessment of the existing trees and hedging has been made and all appear in good condition and have been subject to general seasonal husbandry. The extension will be built on an historic piece of hard-standing, that features on OS Mapping and will partially cover the site of a previous large detached barn and store.

There will be no impact to trees or to the mixed boundary hedging, to the right of the EP extension. Therefore, the proposal does not adversely affect trees or hedging (such as roots, or disturbance of natural habitat that could negatively affect flora or fauna); including during its construction, to due distance to the boundaries and the significant area of established curtilage as hard-standing.

Landscaping

The position of the proposed building has been chosen with care and with great thought to the landscape and the neighbouring properties. As mentioned above the EP will be positioned behind the existing Grade II Listed Building, running in parallel to it and situated on an area of already established historic curtilage; of hard-standing that once partially housed a large barn and store.

The extension will reduce the wide expanse of gravel, which serves no aesthetical or historical value and gives a disproportionate amount of 'dead space', to what would have been a useful yard; serving the barn and cottage.

Any disruption to the grass, forming part of the established lawn, that was once Grade II Agricultural meadow land; during the works will be re-seeded following the completion of the erection of the EP extension.

Access

The access to proposal, is from the existing access to the main dwelling; off of a joint access with Brookside Cattery, from Erratts Hill. At Brookside there is a substantial amount of gravel and hard-standing. Where the garden land slopes gently into this area; to the Eastern side of the rear of the cottage, is where access to the stabling will be found.

There is enough room for large lorries to turn from within the existing curtilage of the property, this shall greatly reduce any interruption for the village; that construction may bring, as HGV and other associated vehicles will be able to park on site. Once completed, there will be sufficient room for a horse trailer or lorry to be kept on site.

With access to the A143 Haverhill to Bury St. Edmunds, within a short drive – this shall greatly reduce the impact any construction traffic may have on the locality and subsequent traffic post construction for equine purposes. Such as the damage caused to the Bradley Road from unsuitable HGVs and other numerous vehicles on the road for equine purposes to service the Equestrian Business nearby. Such small roads (single track) with tight hairpin bends, should not be subject to Heavy-Goods Vehicles or any traffic not associated with local necessary transportation.

Heritage Statement

History of 'Brookside Cottage'

The property was Listed 20th May 1974, as Grade II - List Entry Number: 1181070

'An early C18 timber-framed house refaced with flint and brick dressings (now colourwashed). 1 storey and attics. Casement windows Roof thatched, half hipped, with 2 dormer windows.' Listing NGR: TL7154454212

The property is centrally located within the village, the existence of which is an amalgamation of hamlets/greens; mid-way between Pound Green (mentioned s.1 of the Listing), Lambfair Green and opposite Tons Green. Looking at Ordnance Survey map evidence, the name Brookside first appears on the 1977 map. The earliest OS map of 1886, shows that the cottage had been divided into two; with one of the front doors surviving from this division.

It is believed that the pair of dormer windows have had later C19 alterations to enlarge them, as what appears to be an original dormer beam in the middle of each window, has been cut through; allowing for a higher pitch of dormer to be created, in its place. Therefore, taller casements could be inserted into the thatched roof structure. Similar, unaltered properties have smaller 'bed view' windows; demonstrating that the average height of occupiers in the C18, were not as tall as C21 occupiers(!) Though, the attic rooms are original and part of a lobby entry plan form house; where the original front door would have given access to the side of the central back-to-back hearths. The original location of the stairs remains, on the northern side of the hearths.

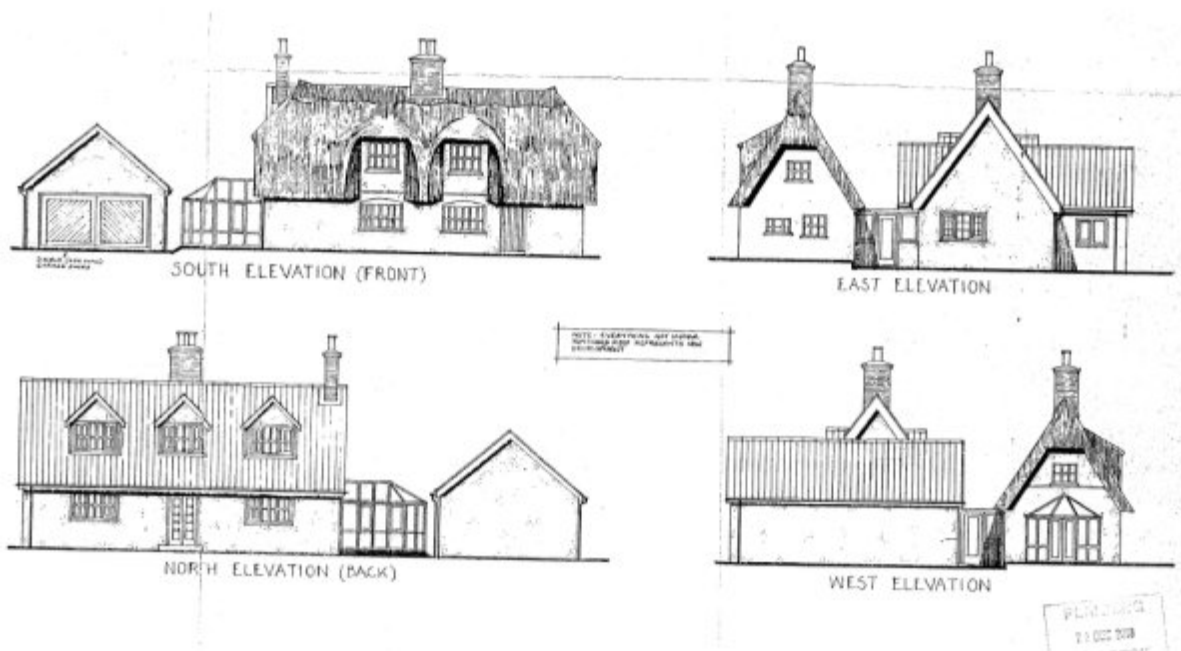
To the West of Brookside, now 'Brookside Cattery' was a courtyard and range of farm buildings, including a pond. It is therefore, my belief that Brookside was a farm(house) or a small-holding, as it sits on a site of over seven acres; including a large garden area, the meadow and 'Reynards Wood'.

Brookside was part of the larger estate of Hobbles Green Farm, situated in the South West of Cowlinge; which owned many cottages and farmsteads, alongside both arable and grazing land. Brookside as it is known now, consisted of three areas on the local land map as '178' the siting of the dwelling house and farm yard, '177' and '179' being two separate agricultural fields to the rear, accessed via the yard.

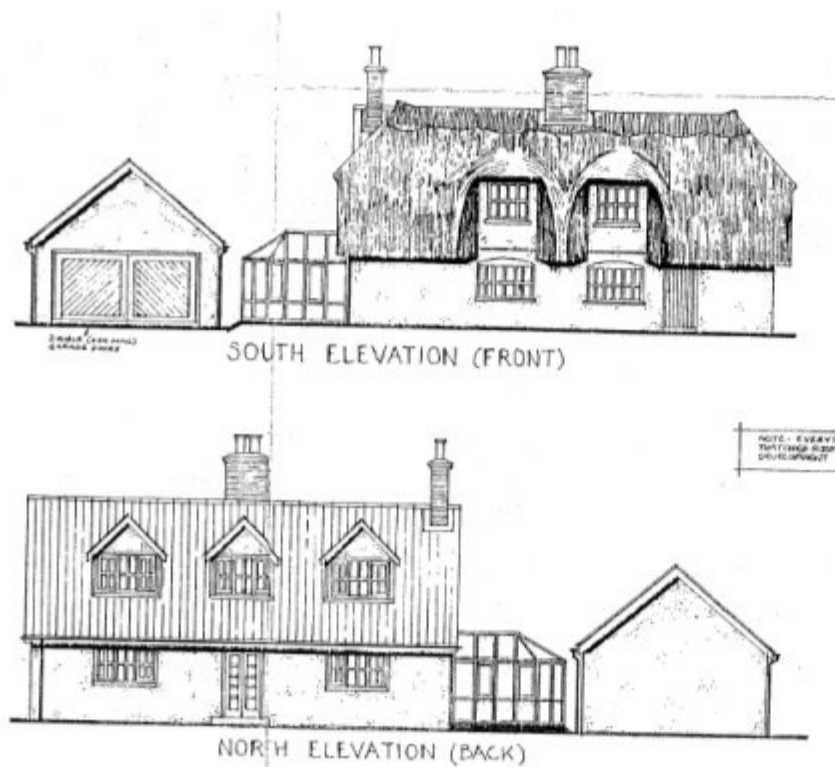
Rather significantly, timber framed houses that have had the benefit of being re-faced in brick or an additional façade, signified a change in fortune for the occupiers; as bricks were more expensive than timber. Though, the flint element reflects the more rural nature of the occupier's status.

Annex

- 1) Architectural drawings from 1991 Extant Permission:
 - i) No scale exists to accompany these drawings.



- 2) Architectural drawings from 1991 Extant Permission:
 - i) No elevational drawings of the Southern aspect of the proposed extension exist – only the Northern aspect.
 - ii) Only the original southerly aspect of cottage is shown; the new elevation obstructed



- 3) Architectural drawings from 1991 Extant Permission; the Eastern and Western elevational drawings do not demonstrate the size or massing of the Southerly aspect DWs.



- 4) Picture of previous rear opening into current living-room; with decorative brick surround.



- 5) ; small, no decorative brick surround.



- 6) Example picture of a flush-fitting casement window in three sections; without glazing bars.

