

## **Replacement of Windows – Design and Access Statement**

### **The property**

The property, known as Church Cottage, consists of two dwellings (Church Cottage, 2 Town Yard, and Fir Tree Cottage, 3 Town Yard) that are owner-occupied as one dwelling. 1 Town Yard (separate owner/occupier) is attached. All are Grade II listed as follows:

List Entry Number: 1033101

Date first listed: 29-Aug-1978

Statutory Address: TOWN YARD COTTAGES, CHURCH ROAD

A row of 4 parish poor houses, now 3 dwellings. Late C18 or early C19. Timber frame and clay lump on brick base. Hipped pantiled roof. A long 3 window range. 2 storeys. Ground floor: 3 entrances, that to centre a part glazed boarded door, outer C20 porches, to left two 2-light glazing bar casements, to right C20 3-light glazing bar casements. First floor 3 long part opening glazing bar casements. To rear 2 external stacks, double offsets to tall caps, relieving arches. Interior not inspected.

### **Setting**

Town Yard Cottages are set back from the south side of Church Road, opposite the parish church of St Margaret, Westhorpe, and were built to house the poor of the parish. They were managed by the Westhorpe Charity Trust, with no.s 2 and 3 sold off in the early 1990s, and no. 1 remaining in charitable use until it was sold in 2009. They are accessed by a track to the left of the row, and have mature gardens both north and south. Doorways only exist on the south side of the houses. One new development, New Cottage, built in the 1980s, sits to the south of Town Yard Cottages at the bottom of the access track, partially screened by mature trees. No.s 2 and 3 Town Yard were renovated in 1991 with listed building consent. We have occupied them as one dwelling since 2013 when they were connected via insertion of a ground floor doorway, with listed buildings consent. We are committed to conserving the charm and originality of these buildings and the Town Yard setting.

Site location and block plan uploaded with application.

### **The existing windows**

There are a total of 11 windows, all of which are in need of replacement. All windows and external and internal sills are softwood, dating from 1991 when no.s 2 and 3 Town Yard were purchased from the Westhorpe Charity Trust and renovated by a builder for sale. There is a range of window sizes and designs with varying numbers of square glazing lights per pane, and a triangular dormer was added above one of the south-elevation first storey windows during the 1991 renovation (W1, see photographs). All windows are painted and colour-matched with the windows of no. 1 Town Yard.

Following guidance from a Heritage Officer received via email 31/03/2022, the location and style of the existing windows is shown in annotated photographs of the elevations, and in close-up internal and external photographs of each individual window. Window numbering relates to that shown in drawing of replacement windows (Drawing no. 10165/01). Each photograph has been uploaded as a separate jpeg file, file names are shown in the table below. It was not possible to capture the north elevation in a single photograph because of the garden layout and so this has been done in two separate photographs, north elevation 1 & 2. Internal photographs of W1 include separate close-ups of the dormer and the casements underneath on either side. Internal photographs of W4 show this

first floor window in two separate parts (separated by a bedroom wall) however externally this is one window with a single sill.

<b>Elevation photographs</b>	<b>Window close-up photographs</b>
South elevation Ws 1-5 annotated	W1 first floor external
West elevation W6 annotated	W1 first floor internal
North elevation 1 (partial – right – W7 & W8) annotated	W1 first floor internal (partial – dormer only)
North elevation 2 (partial – left – W9, W10 & W11) annotated	W1 first floor internal (partial – left)
	W1 first floor internal (partial – right)
	W2 ground floor external
	W2 ground floor internal
	W3 ground floor external
	W3 ground floor internal
	W4 first floor external
	W4 first floor internal left side
	W4 first floor internal right side
	W5 ground floor external
	W5 ground floor internal
	W6 ground floor external
	W6 ground floor internal
	W7 first floor external
	W7 first floor internal
	W8 ground floor external
	W8 ground floor internal
	W9 ground floor external
	W9 ground floor internal
	W10 first floor external
	W10 first floor internal
	W11 ground floor external
	W11 ground floor internal

### **Replacement of windows**

It is proposed to replace all 11 windows with bespoke windows in hardwood designed to resemble the existing ones, consistent with current energy efficiency requirements in a listed building, and with all window sizes to remain unchanged so as to fit within the existing structural openings.

### **Window design details**

Drawings no. 0165/01 (external elevations) and 0165/02 (detail sections) show the size and style of proposed replacement windows.

It is proposed that all windows will be of a fully balanced design so that fixed and opening sashes will be of identical size/proportions for each particular window, regardless of whether they are opening casements or fixed-lights. All windows will be manufactured to fit within the existing apertures in the building.

Nine of the 11 windows will continue to have the same number and combination of fixed-lights and opening sashes. Changes to fixed-lights/opening sashes are proposed only for W1 and W10. W1 will

no longer have opening sashes in the dormer (these do not currently open properly because they hit the bargeboard). W10 will have two opening sashes instead of one opening sash and one fixed-light.

The appearance of the property from normal viewing distance will be little changed from presently (see elevation photos). By reducing the existing amount of square glazing lights per pane in windows W2, W3, W8, W9, W10 and W11 the appearance will be more consistent across the property and more in keeping with no. 1 Town Yard, the attached property. All windows will be fitted with traditional black ironmongery and painted externally in the current shade of green, which will preserve the match with those of no. 1 Town Yard.

We intend that the replacement windows will be manufactured and fitted by Jamie van Hinsbergh (JV Joinery), a well-known local craftsman with wide experience of such work on listed buildings across mid Suffolk, including other properties in Westhorpe.

### **Justification**

The existing windows require replacement as they exhibit multiple signs of rot, with ingress of air and moisture. This is particularly visible in the internal photographs of W2 and W3, and external photos of W9 and W11. They are draughty and thus energy inefficient, and internal condensation is a significant issue between approx. November and March each year. In their current state they are having a negative effect on the structure and fabric of the building. Care has been taken in recent years to effect repairs, for example replacing some rotten external sills and removing and filling small areas of rot in the frames. However repairs are no longer practical; there is simply too much widespread rot.

The proposed new windows have been designed to maintain the overall appearance of the property and to better match with the window designs exhibited by no. 1 Town Yard.

The property will be safeguarded and enhanced by preventing further damage to the structure from excessive condensation and water ingress via the windows, and its energy efficiency will be enhanced through use of improved window seals, insulation and manufacturing techniques whilst continuing to use traditional materials.

### **Schedule of works**

Carefully remove existing window frames and glazing from windows. Replace with new bespoke wooden frames as specified in drawings 0165/01 and 0165/02 as appropriate and fit new heritage gas filled 4/4/4 slim-line glazing units with traditional black ironmongery, painted externally (to match 1 Town Yard) and internally. Repair and make good any surrounding fabric disturbed as a result including bargeboard around dormer, using materials and methods to match the original. Add lead over drip boards.