

**Planning Services**

West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU  
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Application for Listed Building Consent for alterations, extension or demolition of a listed building

Planning (Listed Buildings and Conservation Areas Act) 1990 (as amended)

**Publication of applications on planning authority websites**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**Site Location**

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)

Northing (y)

Description

## Applicant Details

### Name/Company

Title

Mr

First name

Rob

Surname

Smart

Company Name

### Address

Address line 1

Burnthouse Farm Cains Hill

Address line 2

Address line 3

Suffolk

Town/City

Stoke By Clare

Country

United Kingdom

Postcode

CO10 8HU

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Fax number

Email address

## Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

1. Removal and reinstatement of rotted timber frame elements and insertion of DPC to rebuilt plinth wall to sitting room external walls (South & West elevations). See AFP Engineers report for detail.
2. Removal of four existing contemporary storm casement windows in the Sitting Room, Bedroom and Kitchen and replacement with heritage-style flush casement windows with slimline double glazing units.
3. Removal of existing contemporary door and frame (with 2 vertical full height glazed panels) and replacement with heritage style half-glazed door with slimline double glazing units to match the new adjacent windows.

Has the development or work already been started without consent?

- Yes  
 No

If Yes, please state when the development or work was started (date must be pre-application submission)

Has the development or work already been completed without consent?

- Yes  
 No

## Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- Don't know  
 Grade I  
 Grade II\*  
 Grade II

Is it an ecclesiastical building?

- Don't know  
 Yes  
 No

## Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes  
 No

## Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

- Yes  
 No

## Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes  
 No

## Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes  
 No

**If Yes, do the proposed works include**

a) works to the interior of the building?

- Yes  
 No

b) works to the exterior of the building?

- Yes  
 No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- Yes  
 No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- Yes  
 No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

See attached report from AFP consultants for details of the proposed remedial works to the existing timber frame and plinth wall. See photos detailing current condition of the existing timbers and plinth wall.

See drawings and photographs detailing for the proposed replacement windows (x4) and door (x1).

## Materials

Does the proposed development require any materials to be used?

- Yes  
 No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

**Type:**

Windows

**Existing materials and finishes:**

Sitting Room/Bedroom and Kitchen: Softwood single glazed storm casement windows x4 (c1980s) with softwood Pentice boards at window head. White painted finish (see photos).

**Proposed materials and finishes:**

Sitting Room/Bedroom & Kitchen: Softwood heritage style flush casement windows with 12mm slimline double glazing units fixed with putty (see drawings). New softwood Pentice boards at window head to match existing. Painted finish with period style ironmongery.

**Type:**

External walls

**Existing materials and finishes:**

Sitting Room (South & West Elevations): Original Oak timber frame dates from the 17C sitting on a brick and rubble plinth wall encased in cement render with a painted finish. There is clear evidence of numerous later additions and alterations, including new sawn timbers and external rendered brick 'shoulders' at ground level on the South and West elevation. Many elements of the existing timber frame have significantly deteriorated due to rot and insect infestation. External finish is a mixture of cement render and cement/lime render mix on (rusted) metal lathe with a pebble dash finish and smooth perimeter strips on the South elevation and a 'scallop' finish with smooth perimeter strips in the West elevation. All external render is painted in Dulux Weathershield which effectively forms an impermeable 'plastic' layer. Internal render is a mixture of cement and lime plaster, some on wire mesh and some on wooden lathes with a modern emulsion painted finish. The existing plinth wall is in a very poor condition having been the subject of numerous attempted repairs/rubble infills over time with the final phase encasing it on both sides in a thick (>75mm) cement render with a painted finish. There are 5x existing wattle & daub panels between the existing timber studs, 2 on the South elevation and 3 on the West elevation.

**Proposed materials and finishes:**

Sitting Room (South & West Elevations) Timber Frame & Plinth Wall: New Green Oak timber, all in the same dimensions as existing, will be used to replace all rotted and insect-infested timbers where, in the opinion of our structural engineer (AFP Consulting) they consider these no longer provide sufficient structural integrity or a sound lap joint cannot be formed with the new timber insertion. As a principle, the studs will be retained in whole or part provided >50% original timber can be retained. The 5x original wattle & daub panels will be refitted in their original positions. Sheepswool insulation will be installed in any voids between the timber studs before closing-up. The plinth wall will be rebuilt under the new sole plate using new soft red heritage brickwork and a Hyload DPC. The new brick plinth will be pointed and left exposed on the internal face to avoid creating a moisture 'bridge' from the original brick floor which is laid on earth. The external face will be flush pointed and painted with a bituminous paint to prevent external moisture ingress. External and Internal Wall Finishes: New 3-layer Lime & Chalk render with smooth painted finish applied to softwood laths fixed to new and existing timber stud work with a breathable membrane beneath. All render materials to be supplied by Best of Lime Ltd of Haverhill.

**Type:**

External doors

**Existing materials and finishes:**

South Elevation of Sitting Room: Contemporary door and frame with 2 full height vertical double glazed panels (see photos)

**Proposed materials and finishes:**

South Elevation of Sitting Room: Heritage style half-glazed door and frame with 4x slimline double glazed panels at the top and a solid bottom panel with period style ironmongery (drawings to follow - as agreed with Claire Johnson, West Suffolk Senior Conservation Officer).

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

1. AFP Consulting Engineers Report & Recommendations dated 4th\* July 2022 (\*Note: actual issue dated was 4th August 2022 - see file reference on electronic copy)
2. Window and Door\* cross sections and elevations as prepared by Chilton Joinery (\*Door drawings to follow as agreed with Claire Johnson, West Suffolk Senior Conservation Officer).
3. Photos of the existing windows and door.
4. Photos showing condition of the existing timber frame and plinth wall following opening-up works.

## Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- Yes  
 No

If Yes, please provide details

Have spoken to my immediate neighbours and advised that we will be carrying out remedial works to the existing building.

## Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes  
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent  
 The applicant  
 Other person

## Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes  
 No

**If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):**

Officer name:

Title

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

Burnthouse Farm

06/07/2022

Details of the pre-application advice received

Email from Claire Johnson dated 29/7/22: Officer supported in principle the emergency removal and reinstatement of existing rotted timber sections, cement renders and the insertion of a new DPC. Agreed that existing rot-free timber would be retained where possible, with new timbers being scarfed-in.

Email from Claire Johnson dated 12/8/22: Officer supported the principle of replacing the 5x existing contemporary windows and the glazed rear door with heritage style alternatives. Claire also provided very helpful advice on suitable alternative details for the windows and doors.

Numerous other telephone calls and email correspondence related to the proposed works.

## Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
- No

## Ownership Certificates

### Certificates under Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days?

- Yes
- No

### Certificate Of Ownership - Certificate A

**I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land or building to which the application relates.**

Person Role

- The Applicant
- The Agent

Title

Mr

First Name

Rob

Surname

Smart

Declaration Date

31/10/2022

Declaration made

## Declaration

I / We hereby apply for Listed building consent as described in this form and accompanying plans/drawings and additional information. I / We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Rob Smart

Date

31/10/2022