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THE LIVE AND LET LIVE, UPPER GREEN, FELSHAM, IP30 0PL  
HERITAGE STATEMENT DESIGN & ACCESS STATEMENT

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## Whitworth

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Issue 2 planning

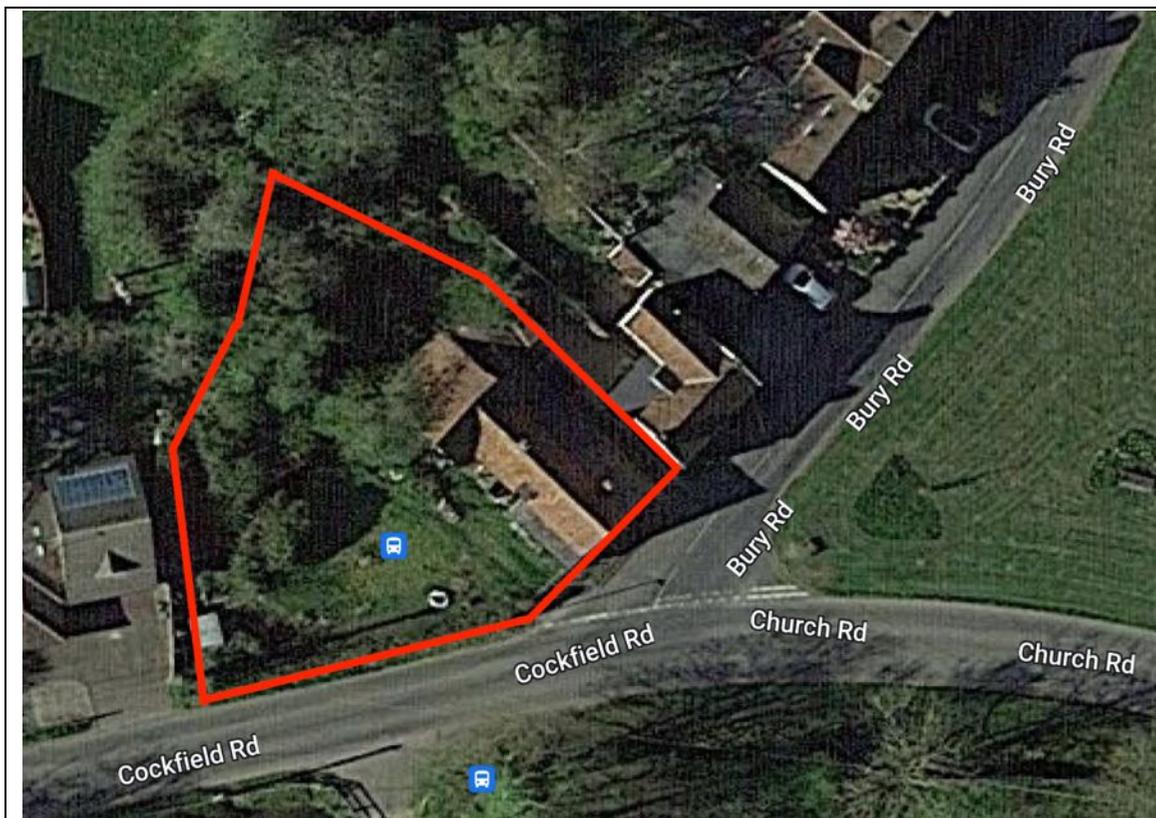
## 1.0 Introduction

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This statement has been prepared in support of a Planning and Listed Building application to Mid Suffolk District Council for the repair and alteration of the existing building. The property, formerly a public house, has been unoccupied for a number of years and is in a very poor state of repair. The proposed works are to ensure the continued longevity of the property through repair and alteration to allow the house to be suitable for modern living.

## 2.0 Setting & Context

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The property, formerly a public house, lies to the north of Cockfield Road with the gable end facing the road with houses to the east, north and west.

The property lies to the north east of the site with a shared driveway along the boundary. The garden is to the north and west and is heavily overgrown.

### 3.0 Existing Building & Site

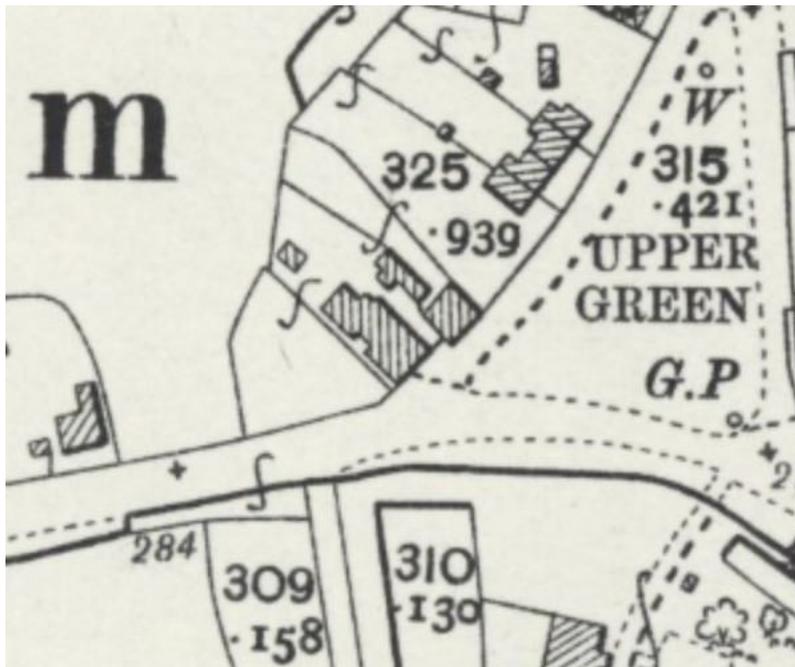
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The Listed building description for the property, taken from <https://historicengland.org.uk> reads as follows:

FELSHAM UPPER GREEN TL 95 NW 2/62 House, 70m north-west of - Mausoleum House - II House, C17 or earlier. One storey and attics. A 3-cell main range, and a crosswing at the rear. Timber-framed and plastered. Pantiled roof, once thatched. An axial chimney of narrow C17 red bricks and a slated C19 raking dormer. Various C20 casements and half-glazed panelled entrance doors. Slated C19 lean-to extensions on both sides. Interior not examined. Believed formerly to have been a Public House.

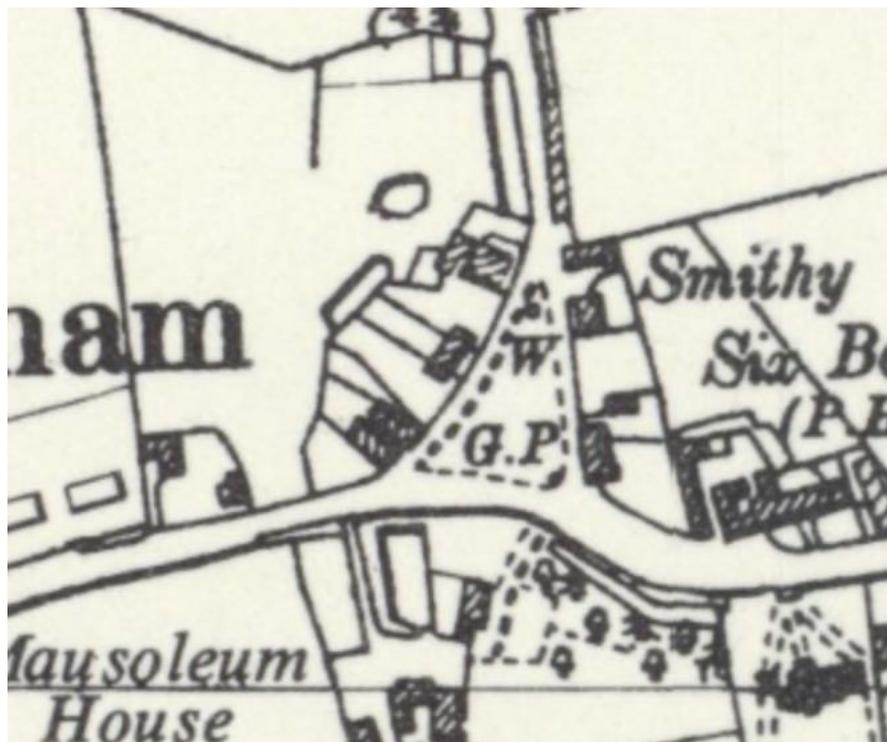
Listing NGR: TL9453257088

The earliest map available from 1903 shows the property with a footprint matching what exists today. The plot is far smaller than it is now with the garden to the west shown as a separate piece of land.



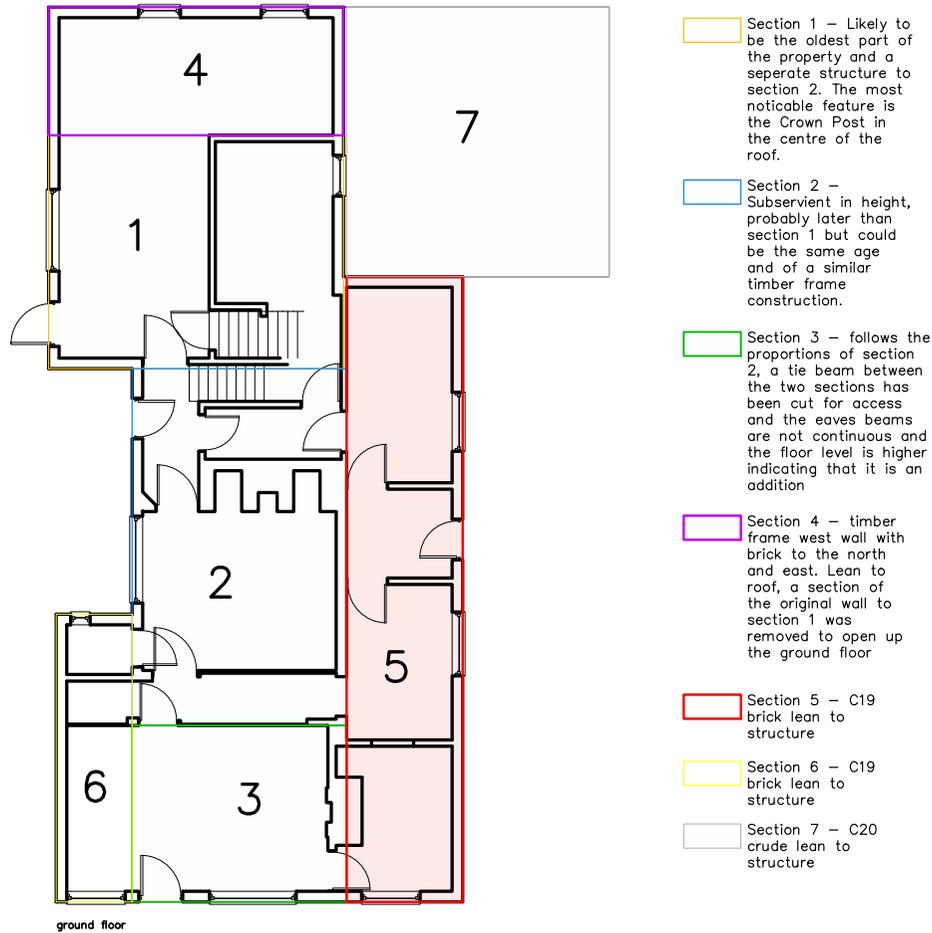
1903

A later map from 1950 shows less detail with the outline of the building shown as a rectangle rather than the true shape of the building. The garden to the west is still shown as a separate plot.

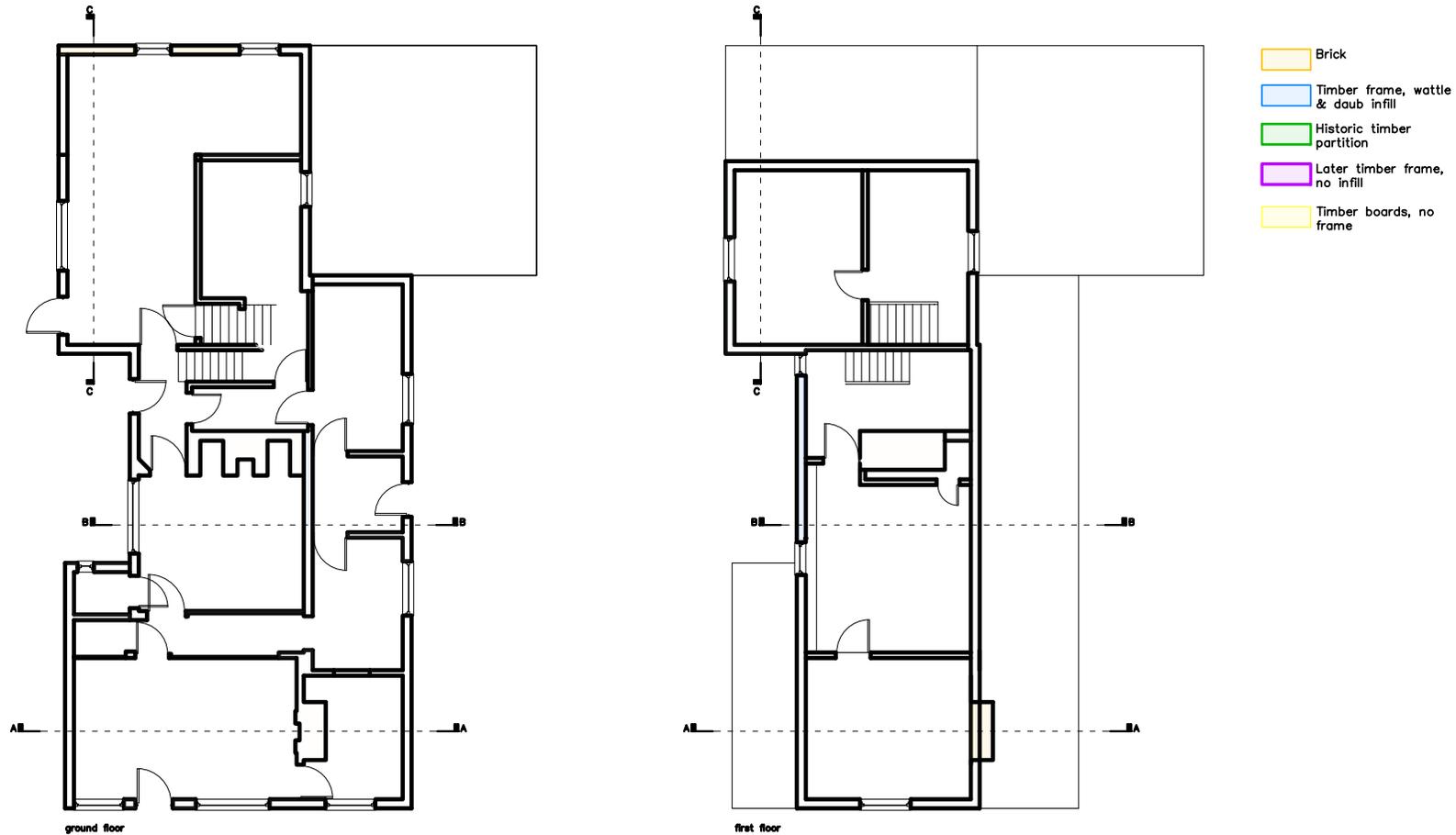


1950

The property has been constructed in a number of phases as shown below. There are no confirmed dates for the construction of each phase but all were complete by the map of 1903.



Sections 1 and 2 of the building are of timber frame construction with some elements being replaced with brick. Section 1 has a crown post roof construction which is visible where the ceiling has collapsed. What remains of the timber frame is reasonable intact but in need of repair where sections are rotten. There are sections of wattle and daub infill panels in the walls and clay pammett floors in sections 1 and 2, in very poor condition in section 1. The internal staircases appear to be C19 and un likely to be original to the property. External windows and doors are either C19 or C20 and again in very poor condition. Section 3 of the building is a later addition with some timber frame to the first floor and brick walls on the ground floor. The original tie beam on the gable of section 2 has been cut at first floor level to gain access. Sections 4, 5 & 6 are all of brick construction. Section 7 is a crude C20 car port.



External render is cement based and the majority of internal wall and ceiling finishes are plasterboard with just a few areas of plaster and lath.

Whilst there are elements of historic fabric within the building, the significance of the building is equally important on a cultural level as a former public house in the centre of the village.



Principal South Elevation



East Elevation



North Elevation



West Elevation

## 4.0 Proposals

The works are categorized in two sections. Firstly there are the repairs to the structure which will involve some timber frame repairs and renewing the majority of finishes. The intention is to remove in appropriate cement and plasterboard finishes and replace with breathable lime based materials. External windows and doors will be replaced with new softwood components of a traditional design and detail.

Secondly there will be some internal alterations which will involve removal of some modern walls, inserting new walls and re positioning one of the two staircases. These alterations are to improve the layout of the building for modern living without compromising the interpretation of the original form of the building and enhancing the character and setting of the property.

A fully detailed schedule of works is submitted as part of the applications.

## 4.1 Justification & Mitigation

The building is in a very poor state of repair and in need of urgent work to prevent further decay of the fabric. The current cement and plasterboard finishes are causing harm to the timber frame and will be replaced in breathable materials to prevent further decay.

1		Item	Remove internal partition (right of photo)
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	Modern softwood and plasterboard partition to be removed to open up the space into a large kitchen / dining room. The partition is finished with plasterboard on a modern softwood frame. There is an original post on the corner which will be retained.

2		Item	Remove window and fit French doors
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	Window in poor condition and not serviceable. This is on the rear elevation with no public views and will only involve the loss of C19 brickwork
3		Item	Form new window opening
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	Necessary to give light and ventilation. This is on the rear elevation with no public views and will only involve the loss of C19 brickwork

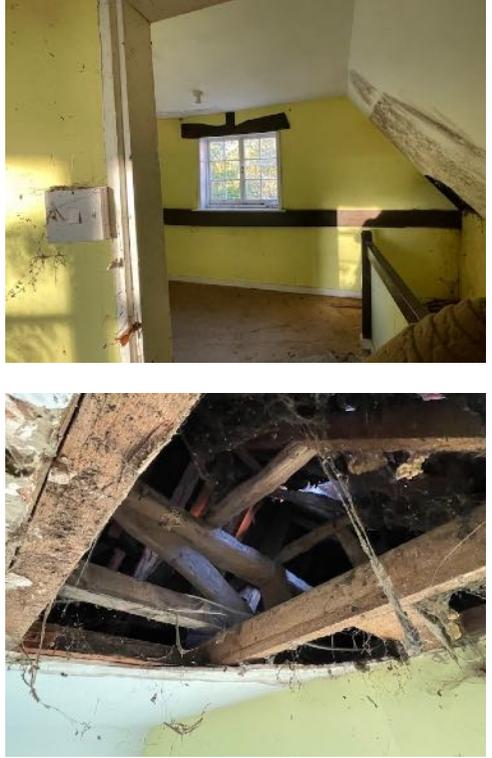
4		Item	Remove partition and staircase
		Significance	<b>Medium</b>
		Risk	<b>Medium</b>
		Benefit	<b>High</b>
		Mitigation	The staircase is probably C19. The removal is necessary in order to re model the first floor and create a bathroom and form independent access to both bedrooms in section 2
5		Item	Fit new back door to replace window
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	The window is of no historic value. The work will loose some C19 brickwork but with limited views will not affect the character of the property.

6		Item	Block door
		Significance	<b>Medium</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	The door is in a C19 partition and could be re used in a new position.
7		Item	Replace door with window
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	The door is of no historic value. Building up the wall will use re claimed C19 brickwork saved from elsewhere. With limited views this will not affect the character of the property.

8		<p>Item</p> <p>Significance</p> <p>Risk</p> <p>Benefit</p>	<p>Remove partition</p> <p><b>Medium</b></p> <p><b>Low</b></p> <p><b>Medium</b></p>
9		<p>Item</p> <p>Significance</p> <p>Risk</p> <p>Benefit</p>	<p>Remove partition</p> <p><b>Medium</b></p> <p><b>Medium</b></p> <p><b>High</b></p>
		<p>Mitigation</p>	<p>C19 partition to be removed to form study and enable access to cloakroom</p> <p>The partition is a simple boarded screen, not original to the building. It is being removed to return the room to it's original proportions.</p>

10	 <p>Joists to be trimmed</p>	Item	Form new staircase opening
		Significance	<b>Medium</b>
		Risk	<b>Medium</b>
		Benefit	<b>High</b>
		Mitigation	Fitting the new staircase is essential for the first floor bedrooms to be accessed and forming a first floor bathroom. There will need to be some trimming of the floor joists but the loss is considered to be less than the overall benefit to the layout of the property.
11		Item	New partition
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	Forming the new partition will not impact the fabric or character of the building and will be necessary to form the study. The window will also be reduced in size.

12		Item	Open blocked door
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>Medium</b>
		Mitigation	Re opening an existing blocked doorway will have no impact on the building
13		Item	Demolish single storey section of building
		Significance	<b>Medium</b>
		Risk	<b>Medium</b>
		Benefit	<b>High</b>
		Mitigation	The single storey lean to is C19 and covers a significant part of the front elevation. It obscures much of this elevation when viewed from the road. There will be a loss of C19 brickwork but it will open up the elevation in it's original form.

14		Item	New partition and ceiling
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	The new partition will not impact the fabric of the building and will allow a bathroom to be formed for the master bedroom which is not accessible from the other area of the first floor. The ceiling is modern with softwood joists and plasterboard. The proposal is to raise this to the level of the original collars, or plastering beneath the rafters to the apex to allow the crown post to be exposed.

15	  <p>Rafter to be trimmed</p>	Item	New dormer window
		Significance	<b>Medium</b>
		Risk	<b>Medium</b>
		Benefit	<b>High</b>
		Mitigation	This will be a simple cat slide dormer to match the west elevation and is necessary to provide light into the bedroom. There will be the loss on one rafter but the benefit is the improvement to the layout of the first floor.
16		Item	New partition
		Significance	<b>Low</b>
		Risk	<b>Medium</b>
		Benefit	<b>High</b>
		Mitigation	The partition will not impact the fabric of the building. It will change the proportion of the room but is necessary to form a first floor bathroom

17		Item	Replace external render with lime
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	Cement render will be replaced with lime render on wood fibre board to form a breathable finish with no impact on the character of the building.
18		Item	Replace floors
		Significance	<b>Low / medium</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	Floors are generally concrete which will be retained where sound. Brick floors in sections 1 and 2 will be lifted and replaced with new insulated slabs re laying the existing sound bricks as a finish to maintain the character of the building.
19		Item	Replace external windows and doors
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	Joinery is generally in need of replacement and not in keeping with the character of the building. New windows will be painted softwood with traditional detailing and Slimlite double glazing.

20	 <p>Inner face of wall to be demolished</p>	Item	Demolish lean to on south west elevation
		Significance	<b>Medium</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	The extension to the building is constructed in brick with softwood timber built in to the inner face as shown in the photograph. The current lean to obscures most of this elevation and does not allow any views on the principal entrance door from the street. Removing this section will open up views of this elevation and improve the interpretation of the original form of the building.

21		Item	Demolish lean to store
		Significance	<b>Low</b>
		Risk	<b>Low</b>
		Benefit	<b>High</b>
		Mitigation	This structure is crudely constructed and in danger of collapse. It obscures views of the original north east gable and window on the ground floor. Removing this element will return the building to it's original form and allow access for vehicles to the proposed parking area to the north west.

#### 4.2 Appearance

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The appearance of the building will be enhanced through repair and replacing windows with new units of a traditional design and detailing.

#### 4.3 Use

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The property will remain a single dwelling

#### 4.4 Scale, Amount & Layout

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There will be no increase in floor area. The internal layout will change but the main rooms will remain in their original form.

#### 4.5 Materials

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These are detailed in the schedule of works and are generally lime render / plaster on wood wool board to all historic elements of the building, painted softwood windows and external doors and wood fibre insulation where this is introduced.

#### 4.6 Access

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No change

#### 4.7 Landscaping

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The overgrown garden will be cleared and laid to grass. The gravel drive will be extended to the rear of the property to create off road parking, this will be finished with gravel to match the existing drive.

#### 4.8 Consultation

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A pre application enquiry was made to Mid Suffolk District Council, the response was favourable as detailed in appendix A

## 5.0 Appendix A

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**Philip Isbell**  
Chief Planning Officer – Sustainable Communities

**Mid Suffolk District Council**  
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Website: [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)



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Mr Matthew Stearn  
Unit 12  
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Fornham St Genevieve  
Suffolk  
IP28 6TS

**Please ask for:** Katherine Pannifer  
**Your reference:** PPA477664998  
**Our reference:** DC/23/00121  
**E-mail:** [heritage@babberghmidsuffolk.gov.uk](mailto:heritage@babberghmidsuffolk.gov.uk)  
**Date:** 7th February 2023

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Dear Mr Matthew Stearn

**Proposal:** Heritage Pre Application. Meeting on site & a written response - Repairs, renovation and alterations to listed dwelling

**Location:** The Cottage, Upper Green, Felsham, Bury St Edmunds Suffolk IP30 0PL

**Site Meeting Date:** 31/01/2023

Thank you for your request for pre-application advice. I have reviewed the details submitted and provide the following information and advice:

**Site Constraints:**

The Cottage is a C17 or earlier Grade II listed mostly timber-framed and plastered building, known on the National Heritage List for England (NHLE) as 'House, 70 Metres North West Of Mausoleum House'. The building, formerly a Public House, is formed of one storey with attics 3 cell range with crosswing at rear, and C19 lean-to extensions on both sides. The roofs of the main range and crosswing are pantiled, formerly thatched, and the C19 lean-to's are slated. The house has various C20 casements and half-glazed panelled entrance doors.

The cottage is sited at the south western corner of the historic Upper Green, and is within Felsham's Conservation Area surrounded by other Grade II listed heritage assets. To the south are the listed 'Garden Wall And Gateway, 30 Metres North Of Mausoleum House' and Mausoleum House itself, and to the north east is 'Millstone House And Two Adjoining Dwellings'.

The heritage concern relates to the potential impact to the significance of The Cottage as a designated heritage asset, the settings of the surrounding listed buildings insofar as they contribute to their significance, and the character and appearance of Felsham Conservation Area.

**Description of Proposal:**

Heritage Pre Application. Meeting on site & a written response - Repairs, renovation and alterations to listed dwelling

**Plans & Documents Considered:**

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**Babergh District Council**  
Endeavour House, 8 Russell Road, Ipswich IP1 2BX  
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[www.babergh.gov.uk](http://www.babergh.gov.uk)

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**Mid Suffolk District Council**  
Endeavour House, 8 Russell Road, Ipswich IP1 2BX  
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SMS Text Mobile: (07827) 842833  
[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

The plans and documents recorded below are those which have been considered:

Site Location Plan - Received 11/01/2023  
Floor Plan - Existing - Received 11/01/2023  
Elevations - Existing - Received 11/01/2023  
Sectional Drawing - Received 11/01/2023  
Plans - Proposed - Received 11/01/2023  
Heritage Statement - Received 11/01/2023

**Relevant Planning Policies:**

HB01 - Protection of historic buildings  
HB03 - Conversions and alterations to historic buildings  
HB06 - Securing the repair of listed buildings  
HB08 - Safeguarding the character of conservation areas

**Officer Assessment:**

This pre-application proposes repairs, renovation and other alterations to the listed dwelling. These works include removing and / or relocating internal partitions, replacing C20 window in C19 lean to with French doors, form new window opening in C19 lean to, remove existing and form new staircase, replace window in C19 lean to with back door, replace existing C19 door with window, open blocked door, demolishing a section of C19 lean to, demolishing a C20 addition, alterations to internal ceilings, insertion of new dormer window, replace external concrete render with lime, replacing internal plasterboard with lime, relaying floors and replacing external joinery.

The Cottage is currently in need of repairs throughout, and the proposed works seek to repair and restore the house to a habitable condition. As noted on site, thorough investigations should be carried out prior to submission of a formal application in all areas proposed to have major alterations or to be demolished. The removal of sections of obvious modern material such as polystyrene ceiling tiles, concrete render chipboard wall covers to establish the extent of historic material surviving is encouraged and should help inform the proposed works. The heritage, design and access statement as provided within this pre-application enquiry gives a good initial schedule of works, which should be further supplemented by additional photographs following such investigations and cross referenced to floorplans and elevations as appropriate.

The principle of the majority of the works was considered acceptable on site, and will likely offer an opportunity for improvement by removing unsympathetic modern additions and alterations. There was some concern regarding the potential insertion of a new dormer window, demolition of the C19 southern lean to extension and insertion of a new staircase.

The principle of inserting a new window to the northern roof slope of the main range, to mirror that already existing on the southern slope, is likely acceptable. However, this is subject to the insertion of the dormer requiring no or minimal disturbance of the historic roof structure. Further investigation to establish whether or not a dormer can be inserted without removal of historic framing should be carried out to establish the least harmful location.

The southern C19 lean to appears to have largely undergone modern reroofing, with a replacement roof structure inserted, and potential areas of rebuilding particularly to the west. However, the eastern most corner appears to be constructed of older brickwork, albeit patched in places. It is suggested that

further investigation work, particularly to this corner, is carried out to establish the potential significance of this area of lean to. If this area is found to be of more historic construction, then its retention would likely be sought. It is also noted from historic OS maps that a lean to in this location was present by 1884, and as such rebuilding of areas which have been more heavily altered may be more appropriate than complete demolition.

Lastly, whilst the principle of demolishing the likely C19 - C20 eastern staircase is unopposed, its removal is subject to the insertion of a new staircase further east without disturbing historic fabric. The proposed location of the new staircase would not further disrupt the ground floor layout, as this area is currently subdivided with modern partition walls to form a corridor. However, further investigation into the potential presence of framing or older floor boards at first floor / attics level should be carried out to fully understand the potential harm of the proposed alteration. Sufficient justification will also need to be provided as part of any formal application.

The approach of reusing materials where possible is supported, as well as reinstatement of more traditional and breathable materials such as lime render. Using sympathetic materials throughout will be vital in ensuring good repair.

Should you wish to submit an application, the works to extend the listed building will require both Listed Building Consent and Householder Planning Permission. You can apply online via the National Planning website [www.planningportal.co.uk](http://www.planningportal.co.uk). The application should prompt you for the required documentation, but you can also seek guidance from your Planning agent if you choose to employ one and from the Planning Validation pages of the Council's website:

<https://www.midsuffolk.gov.uk/planning/developmentmanagement/apply-for-planningpermission/national-and-local-validation-requirements/>

### **Conclusion:**

In summary, the proposed repair works and alterations largely to C19 and modern fabric is likely acceptable, subject to further details and investigation works. Works to make the building habitable will also provide opportunities to improve upon later unsympathetic alterations. As discussed on site, removal of areas of obvious modern fabric to better assess the condition and survival of historic fabric should be carried out prior to submission of a formal application. Photographs of these areas should then be included within a heritage statement or schedule of works, to be cross referenced with floorplans or elevational drawings as appropriate.

This advice is informal officer opinion only and made without prejudice to the formal determination of any application. If you want a formal opinion then you will need to make an application with its associated supporting documentation, plans and fee.

All applications will be subject to consultation and publicity and any proposal may be subject to a call-in by a Councillor for determination at Development Control Committee.

### **Application Submission:**

I have included details below for application submissions should you decide to submit an application for any of the above works. Our Joint Local Validation Checklist sets out the details required for each application and this is available at

<http://www.midsuffolk.gov.uk/planning/developmentmanagement/apply-for-planningpermission/national-and-local-validation-requirements/>.

At formal application stage you will need to provide:

- A Site Location Plan, at 1:1250.
- A Block Plan, at 1:200 or 1:500.
- Existing and Proposed Elevations and Floorplans, at 1:100.
- A Schedule of Works, to include photographs cross referenced to floor plans and elevations as appropriate.
- A Heritage Statement, detailing the significance of the listed building and the impact of the works on that significance.
- A Design and Access Statement, describing the proposed works, with clear and convincing justification for them.
- An Ecology Survey for bats and other protected species may also be required, please refer to our local validation requirements for further information.
- A Flood Risk Assessment may also be required, please refer to our local validation requirements for further information.

For the purposes of these proposals, the Heritage Statement and Design and Access Statement could be combined in a single Statement with two headings.

This is not an exhaustive list of all documents and information which need to support your application, as mentioned above please consult the Joint Local Validation Checklist. We recommend that applications are submitted on the Planning Portal, which also provides further advice on making planning applications: <https://www.planningportal.co.uk/>.

As part of any application, you will need to submit the appropriate CIL form, which is available on our website. I hope that this provides useful information with regards to your enquiry. If you have any queries in respect of this letter, or require clarification of issues, please do not hesitate to contact me. If you would like further discussion with regards to the detail of the proposal this would be subject to a charge for further advice, see [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk) for further details.

Yours sincerely

**Katherine Pannifer** – Heritage Officer  
*on behalf of Philip Isbell – Chief Planning Officer – Sustainable Communities*

Please note that any advice provided by the Council's Officers is informal opinion only and is made without prejudice to any formal determination which may be given in the event of an application being submitted. In particular, it will not constitute a formal response or decision of the Council with regard to any future planning applications, which will be subject to wider consultation and publicity. Although the Case Officer may indicate the likely outcome of a subsequent planning application, no guarantees can or will be give about the decision.

Please also note, responses to pre-application enquiries are only valid for six months from the date of receipt. You should seek confirmation that circumstances have not changed if you are submitting an application outside of this period.