

Planning Statement, Design & Access Statement  
& Historic Statement  
For  
Planning Application  
For Alterations  
To  
West View  
151 The Hill  
Burford  
Oxon OX18 4RE



Contact Information:

Mark D Staples LLB (Hons)  
[mark@archwaydesigns.co.uk](mailto:mark@archwaydesigns.co.uk)

51 Tothill Street  
Minster  
Nr Ramsgate  
Kent CT11 7SQ

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THE TOWN SEAL.



## 1. INTRODUCTION

- a. Archway Design Services Ltd have been preparing listed building applications for the past 20 years throughout London, the South East and South West of England and were instructed to prepare plans and documents to support the planning application for alterations to West View 151 The Hill Burford. The works relate to internal alterations to alter and improve the layout and facilities. This report therefore focuses on the impact that the alterations will have on the heritage asset's interior of the listed building.

## 2. HISTORY of WEST VIEW (151 The Hill)

- a. West View is located in the Burford Conservation Area and is part of an area of outstanding natural beauty.
- b. The current numbering system has West View as number 151, the immediately adjacent properties are numbered 147 and 153 suggesting that at some point number 149 became part of either 151 or 147. Available maps do not provide evidence either way.

## 3. HISTORY of BURFORD

- a. Burford has a rich history and little is not known about the town and its origins and the proposed works to this building will not impact on its history or cause substantial harm to the building's station in the town, but it will be a benefit to its future. Suffice it to say that Burford is a medieval town that was established around the time of the Norman Conquest and, as with many other sites, was located on an earlier settlement created by the Anglo-Saxons which was known as 'Beorgford'. Rivers were often the preferred location for settlements and Beorgford was no exception, its Anglo-Saxon name being a derivative from the words 'Beorg' meaning hill and 'ford' meaning shallow river crossing. Later developments in and around the 12<sup>th</sup> or 13<sup>th</sup> century occurred along Sheep Street adjacent to the site. The wool trade had become important in the 15<sup>th</sup> century. 151 The Hill was believed to have been constructed in the mid to late C17. This trade continued until the 17<sup>th</sup> century whereupon Burford also declined and it took until the 19<sup>th</sup> century before tourism replaced the wool trade as its source of prosperity. The time taken for recovery may have been impacted by a small pox epidemic in 1758 in which 185 people died and paralysed trade.



## 4. OFFICIAL LIST ENTRY

Heritage Category: Listed Building  
 Grade: II  
 List Entry Number: 1266913  
 Date first listed: 12-Sep-1955  
 List Entry Name: WEST VIEW HOUSE  
 Statutory Address 1: WEST VIEW HOUSE, 151, HIGH STREET

### Location

Statutory Address: WEST VIEW HOUSE, 151, HIGH STREET

The building or site itself may lie within the boundary of more than one authority.

County: Oxfordshire  
 District: West Oxfordshire (District Authority)  
 Parish: Burford  
 National Grid Reference: SP 25112 11980

### Details

BURFORD AND UPTON HIGH STREET AND SIGNET (East Side) SP2411-2511 No 151 (West View 6/102 (31/157) House) 12.9.55

GV II

House. Mid-late C17. Rubble, the original parts coursed, Cotswold stone roof. 2 storeys and attic in 2 Cotswold gables with 2-light hollow chamfered mullion windows. 3 windows on 1st floor and 2 on ground floor, the outer ones C20 2- and 3-light mullion windows in lightly rebated surrounds, the one in centre of 1st floor is a sash with vertical glazing bars and panes divided by fictive lead comes. Central late C20 half-glazed door cut into original moulded square head doorway. Interior: large fireplaces to rear of ground floor rooms, inglenook to South.

Listing NGR: SP25112 11980

### Legacy

The contents of this record have been generated from a legacy data system.

Legacy System number: 420224  
 Legacy System: LBS

## 5. PLANNING HISTORY

- a. The following is a list of applications available on the council's website:
- i. Erection of dormer doorway to first floor bedroom.  
Ref. No: W98/1289 | Status: Approve
  - ii. Erection of conservatory single storey extension to existing dining room with flat roof over & first floor extension to rear of dwelling.  
Ref. No: W94/1424 | Status: Approve
  - iii. Erection of dormer doorway to first floor bedroom.  
Ref. No: W98/1290 | Status: Approve
  - iv. Removal of pergola & erection of conservatory.  
Ref. No: W89/0794 | Status: Approve
  - v. Erection of conservatory single storey extension with flat roof and first floor extension demolition of conservatory internal alterations.  
Ref. No: W94/1425 | Status: Approve
  - vi. Demolish brick chimney and erect stone chimney, re-cover rear roof slope with artificial stone slates.  
Ref. No: W87/1381 | Status: Approve
- b. There have been no planning appeals or enforcement recorded on the council's planning website since 2000.

## 6. PLANNING POLICY CONTEXT

a. It is generally understood that historic buildings require protection and this is afforded to them under the Planning (Listed Buildings and Conservation Areas) Act 1990 (as revised) and is the legislative formwork for decision making. This Act imposes statutory duties on local planning authorities whereby the authorities are to have:

i. For Listed Buildings:

1. *'special regard to the desirability of preserving the listed building or its setting or any features of special architectural or historic interest which it possesses' and*

ii. For Conservation Areas:

1. *'special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area'.*

b. Further legislative powers are found in the Planning & Compulsory Purchase Act 2004 (section 38(6) where it is required that planning applications are to be determined under the local development plan, which for this site is the West Oxfordshire Local Plan (2031). There are specific policies within this document that relate to proposals that may impact on historic environment.

c. the National Planning Policy Framework 2021 (NPPF) sets out the definition of a heritage asset as:

i. *A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing)*

d. Paragraph 194 of the NPPF states that:

i. *In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.*

e. In paragraph 199 of the NPPF it requires that:

i. *When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.*

f. The next paragraph, 200, it states that:

i. *Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting) should require clear and convincing justification.*

g. The NPPF requires that local planning authorities assess the proposed changes as either 'substantial' or less than substantial'. Where 'substantial harm' or total loss of significance occurs the NPPF p.201 states:

i. *...local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:*

1. *the nature of the heritage asset prevents all reasonable uses of the site; and*
2. *no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*
3. *conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and*
4. *the harm or loss is outweighed by the benefit of bringing the site back into use.*

## 7. BRIEF

- a. The brief is to improve the internal layout to make the building more purposeful. This involves the following:
- i. During the survey it was found that several floor surfaces and supporting timbers deflected more than the permitted design for safe occupation. A structural engineer has been engaged to provide a report and suggested remediation works to make the building safe.
  - ii. The downstairs cloakroom door to be relocated to improve the space and accessibility to the toilet.
  - iii. The new cupboards opposite the cloak room will use timber cladding to match the opposite wall of the cloakroom.
  - iv. Create a new roof light in the ground floor extension constructed in the 20C over GF-06 and as shown on FF-08.
  - v. To investigate the stone stairs serving FF-04 from GF-03 as to their originality. It is clear that the handrail, newel posts and balusters are of little historic value being a modern addition. If the stairs are not original then permission is sought to remove them.
  - vi. Remove the later addition of newel posts and handrail above floor level and reinstate the floor whilst leaving the stone stairs in place if found to be an original/historically significant item.
  - vii. Infill the floor void over the stairs (leaving the stairs in place if removal not granted).
  - viii. Refurbish first floor en-suite FF-01 within a first-floor rear addition serving FF-02.
  - ix. Alter the first floor ensuite, FF-05, serving FF-04 within the original building by removing the existing wall between the ensuite and bedroom approximately 200mm to the line of an existing joist and extending the ensuite over the area previously used by the stairs.
  - x. Alter ensuite FF-06, serving FF-07. This will involve altering the hot water cupboard to remove the tank and splitting the cupboard in half so there will be two cupboards, one to serve FF-06 and FF-04, as per the drawings.
  - xi. Provide new bathroom in SF-01
  - xii. The property requires an electrical rewire which will involve small areas of original fabric to be removed, this will be repaired in materials to match what was removed.
  - xiii. The existing heating and plumbing system needs updating and altering to suit the new layouts.
  - xiv. To provide secondary double glazing to all windows to improve thermal and acoustic performance.
- b. The materials to be used are to be as per the main house and sourced locally to ensure continuance of materials to maintain the setting of the historic asset with respect to materials. The materials for the extension, whilst utilising local stone

for part of the side wall and chimney, will be untreated oak (allowed to weather naturally) with painted timber doors and double glazing.

## 8. PROPOSALS AND JUSTIFICATION

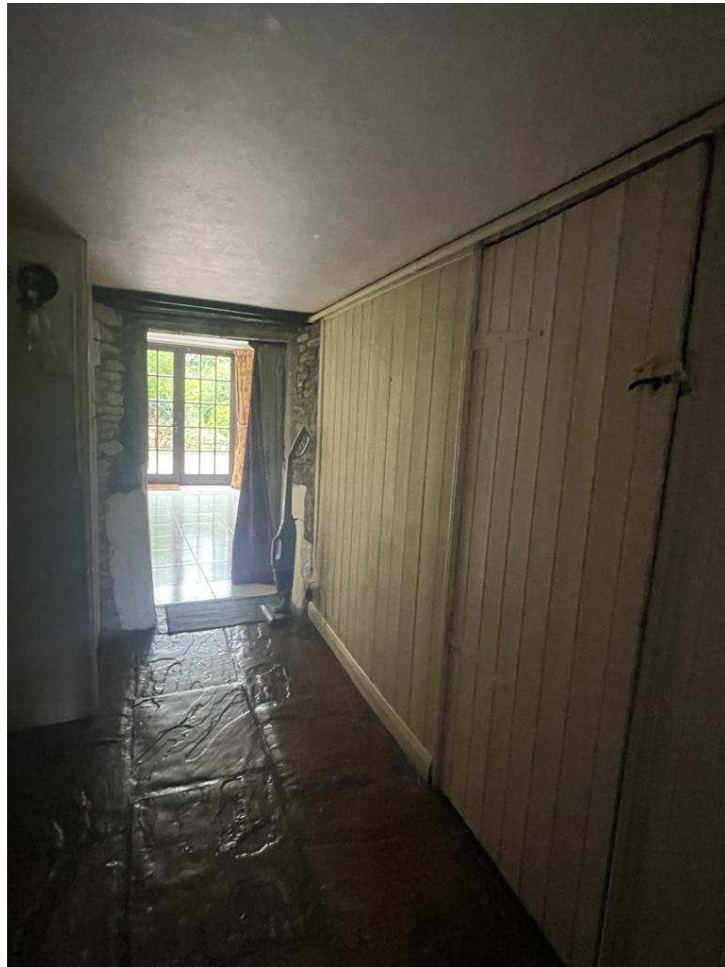
- a. There are two distinct areas of significance for the building, the external elevations and the internal layouts:
- i. External Works
    1. The external works consist of the introduction of a flat glass roof light in the roof of the extension built in 1994.
  - ii. Internal Works
    1. The internal works are necessary to update the property and improving the property's structure and improving the internal space. Most of the proposed works do not involve substantial works to the historic fabric. Part of the application is to identify if the parts of the structure are indeed historic. Part of this investigation is through a desk top study and the remainder by close visual inspection and/or opening up. The key item are the stairs that serve rooms GF-03 and FF-04. The remainder of the works are believed to be later additions/alterations that do not impact on historic fabric.
- b. Justification
- i. It is necessary to consider which works could create harm, substantial or otherwise, to the historic asset. Do these works create any harm and is there an over-riding benefit? Previous works and extensions have been approved showing that harm created by the similar alterations caused no more than an acceptable level of harm.
    1. Planning Practice Guidance was updated (Paragraph: 002 Reference ID: 18a-002-20190723: Revision date: 23 07 2019) as follows:
      - a. 'Conservation is an active process of maintenance and managing change. It requires a flexible and thoughtful approach to get the best out of assets as diverse as listed buildings in every day [sic] use and as yet undiscovered, undesignated buried remains of archaeological interest.'

The guidance goes on

      - b. 'Ensuring such heritage assets remain used and valued is likely to require sympathetic changes to be made from time to time.'
- c. The Brief lists certain works, the justification for each is as follows:
- i. The remedial structural work is necessary to ensure the overall fabric of the building maintains its function as a dwelling. The extent of the works is detailed in the structural engineer's report. A separate justification will

be provided once the report is available but structural stability should need little justification providing any remedial works can be concealed and/or acceptable to the Conservation Officer.

- ii. The alterations to the area GF-07 – GF-11 provide an improvement to the access to the cloakroom and improves ambulant disabled access.



- iii. The new cupboards will reflect the materials already present to the wall of GF-07 and aide access on the ground floor.



- iv. The installation of the roof light within the roof of the 1994 extension does not present any loss of historic fabric and its low profile and concealed position in the rear of the property does not create any harm to the conservation area or the AONB. The careful use of materials previously approved and typically historic materials such as lead will also help reduce any impact of the roof light. The roof light will provide increased light towards the centre of the building which currently requires artificial light.



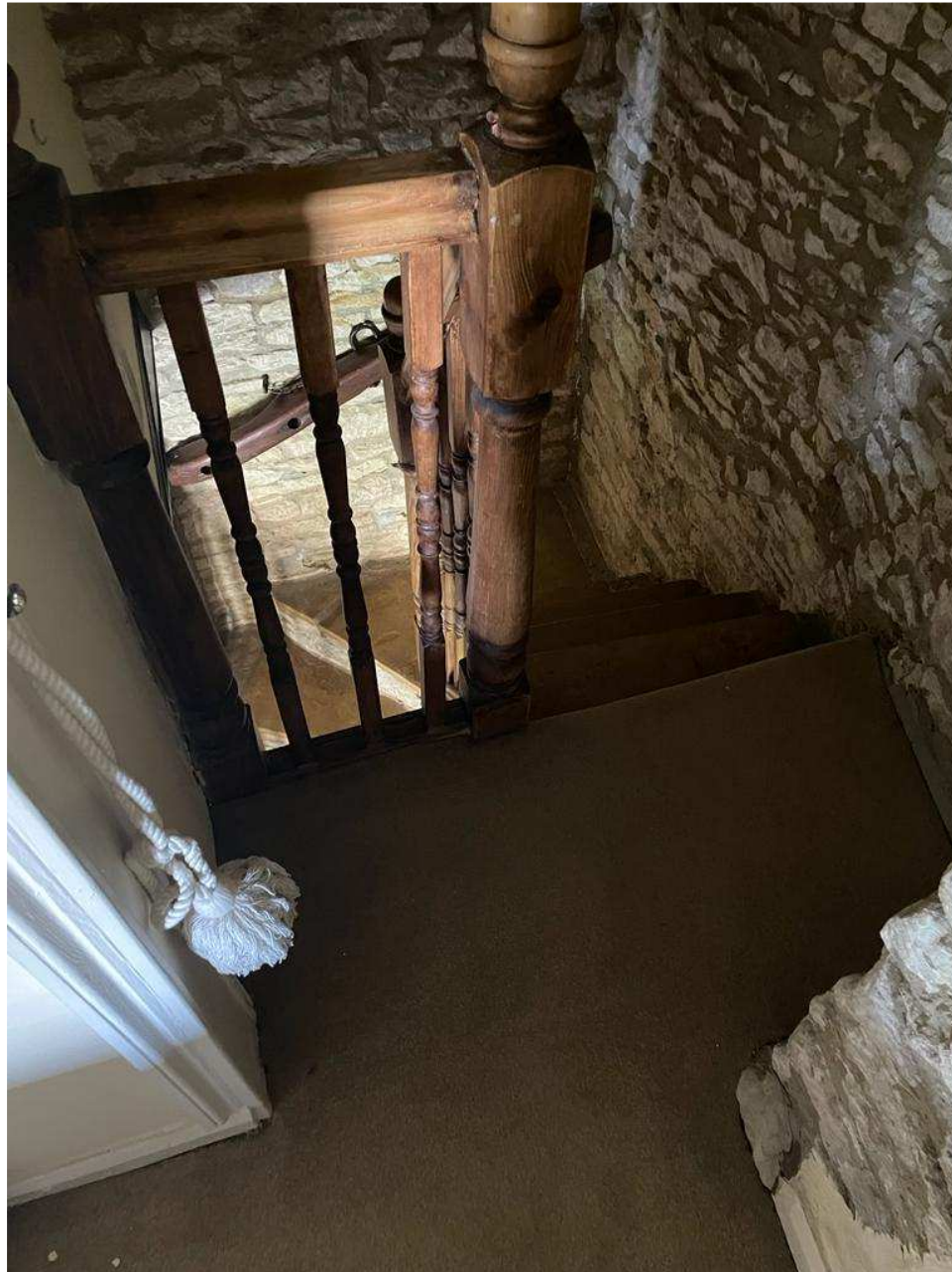
- v. The stairs serving GF-03 to FF-04 are seen as an awkward addition. It appears clear that the handrail, balusters and newel posts are softwood whereas at the time of construction the common woods were oak, chestnut and beech.<sup>1</sup> It can also be seen that the method of assembly, surface mounted, suggests the handrail and balusters is not a typical construction detail, there being no string to support the balusters.



<sup>1</sup> The Architecture of the Cotsmolds in the 16th & 17th Centuries. Marsland, Ellis. Architects magazine, 1900-1907; London Vol. 6, Iss. 65, (Mar 1906): 88-93.



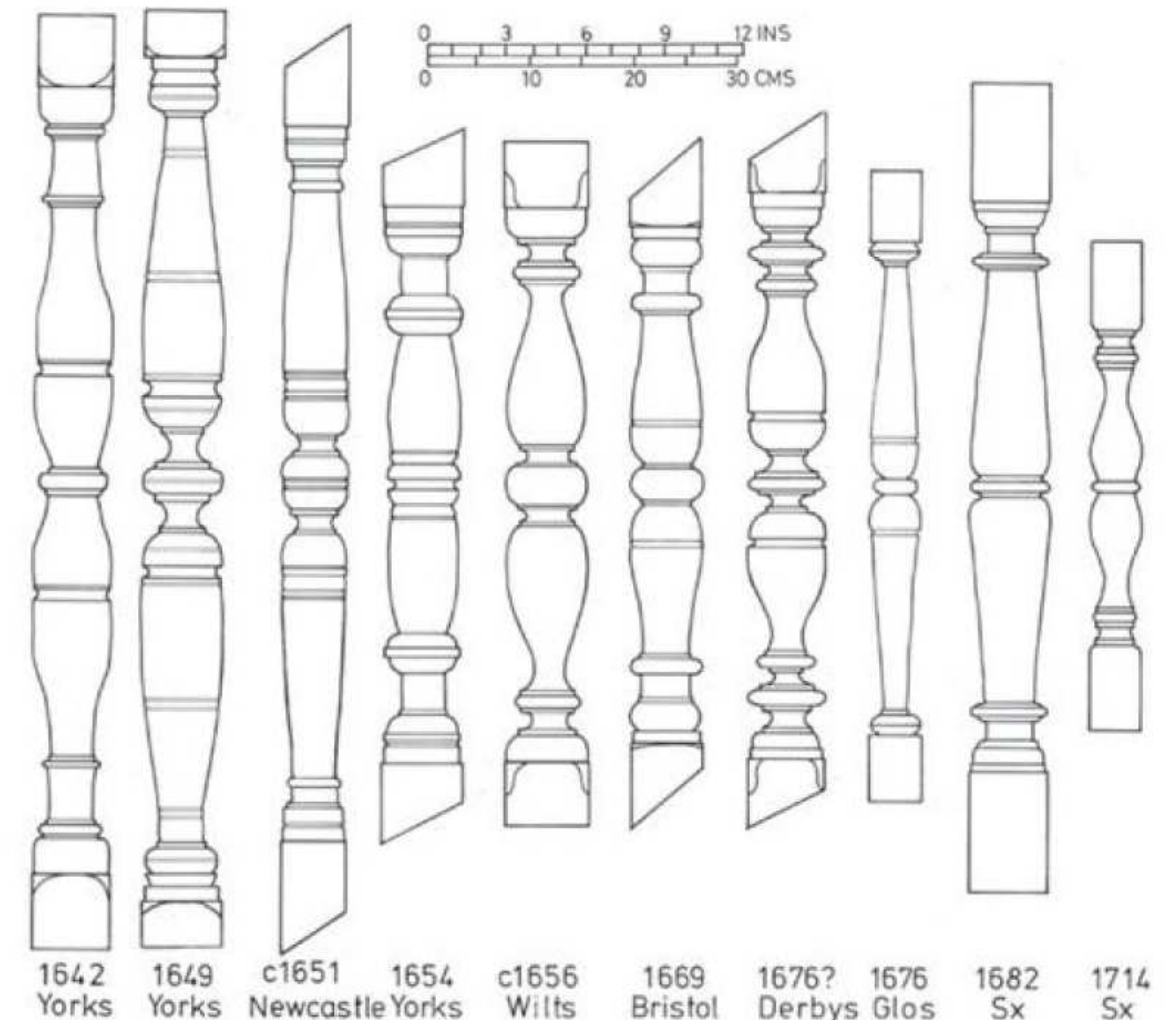
- vi. At the top of the stairs in 8.b.5 the handrail, balusters and newel post continue. They are surface fixed.



- vii. To remove the newel posts, balusters and handrail would appear not to impact on the historic fabric of the building but the stairs themselves are unknown without closer investigation. Visually they appear of a different material to the main walls and depending on whether this was a single or double unit there appears to be no reciprocal opening in the floor by the opposite fire place. Their location and proximity to the chimney stack suggests a later addition. In any event, historic or not, it is planned to infill the opening to facilitate the enlargement of the ensuite to FF-04. If the stairs are found to be historic, they can be left in place so as to not lose the historic fabric, by doing so will allow their re-instatement at a future date and for the original layout to be respected and maintained.

The existing balusters are not typical of the type associated with late c17 and are more typical of a later intervention with exact age unknown but

possibly mid/late c20 when other alterations were carried out as they match the centre straight staircase which also exhibits a c20 appearance. Most early balusters were more robust in design and the type exhibited at West View are more modern and machine turned. The newel post at the first-floor finishes with a full newel against a partition when it is expected that if either were original a half newel post would be the end post. The newel posts are also surface mounted and not part of the stair structure



- viii. The refurbishment of the ensuite to FF-01 will not involve altering any of the main building fabric, just internal alterations to facilitate the new bathroom layout.
- ix. On the assumption that the stairs are covered over, it is proposed to remove the current en-suite to FF-04 and enlarge it in two directions, the first to utilise the floor area over the stairs and the second by moving the long wall approx. 200mm to the next joist.
- x. The alterations to FF-06 where the fabric of the building may be involved is the division of the cupboard between FF-06 and FF-04. This will create a cupboard space for both rooms. The new door will be of a style to match existing and details will be provided via a condition.

- xi. The provision of an additional bathroom, SF-01, on the top floor allows the occupant of the bedroom access to a WC without traversing to the ground floor.
- xii. New electrical sockets, switches, pendant lights etc require replacing and updating to meet current regulations. Any disturbance to historic fabric will be repaired with materials to match the surrounding surface.
- xiii. As per above for heating and plumbing.
- xiv. The justification for secondary glazing is to improve both the thermal efficiency of the building, and the acoustic benefit, without disturbing the existing historic windows. The public benefit is twofold, retention of historic fabric and improved thermal/acoustic efficiency.



The above images are examples of the type available from Bronze Casements, Architectural Bronze Limited.

These alterations do not cause significant harm and can therefore be considered as an acceptable improvement to the listed building.

## 9. SITE DESCRIPTION

- a. Looking at the historic maps it is likely that the current site of West View is a conglomeration of several sites and the original building may well have been two separate buildings accessed through the opening in which now serves as a front door.
- b. The site lays to the East of The Hill.

## 10. SIGNIFICANCE OF WEST VIEW

### a. The definition of 'significance' from the NPPF is:

- i. *'The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological (potential to yield evidence about the past), architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting'.*

### b. Areas of Highest Significance.

- i. From the aspect of this application the area of highest significance is the alteration to the stairs.

### c. Areas of High Significance

- i. Alterations to the rooms in the original building

### d. Areas of Moderate Significance

- i. Alterations to the c20 extended parts

### e. Detractions for the Building's Significance

- i. The building has been well maintained and for the purpose of this application and the scope of the work there are no notable detractions to the building's significance.

## 11. STRUCTURAL WORKS

- a. During the survey of the building, certain structural defects have been identified that if not corrected will result in damage to the existing structure that may not be repairable. The works involve providing additional support and are detailed on the structural engineer's drawings submitted as part of this application. The damage is historic as can be seen from the gable on the front elevation having stabilised. The internal structure has now been stressed beyond normal limits and needs strengthening to prevent any further deflection.



## 12. CONCLUSION

- a. This report, having had regard for the NPPF, the Local Plan and associated guidelines set out in the Historic England Advice Notes and the investigation into the history of the building and any relevant planning and construction history, sets out the scope of the work and its impact on the historic asset. The report has shown that the proposed works are justified and sustainable and that there is no substantial harm to the historic fabric of the listed building, its immediate setting or to the wider coverage of the Conservation Area.
- b. The alterations to the stairs to create an enlarged en-suite does not, in this writer's view, cause any significant harm to the historic asset on the assumption that future investigation confirms that the stairs are neither original, along with handrail, balusters and newel posts, or of historic significance or importance.
- c. The selection of good quality materials along with considered detailing will compliment and not detract from the historic asset or the conservation area.
- d. The proposed works will not have a detrimental impact on the ANOB.
- e. We are of the opinion that, with suitable planning conditions detailing the materials, design elements and large-scale details of the proposal, the proposed work creates no demonstrable and less than significant harm and we respectively request that the application be approved.

Prepared by: Mark Staples LLB (Hons)  
August 2023

## Planning Policy & Guidance

The following legislations and planning policies are applicable and can be viewed online at the links:

Planning (Listed Buildings and Conservation Areas) Act 1990

<https://www.legislation.gov.uk/ukpga/1990/9/contents>

Cotswold District Council Local Plan considered policies

Policies: EN2 (app D), EN5, EN10, EN11

National Planning Policy Framework

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Historic England Environment Good Practice Advice in Planning 2015

<https://historicengland.org.uk/advice/planning/planning-system/#Section5Text>

Planning and Compulsory Purchase Act 2004

<https://www.legislation.gov.uk/ukpga/2004/5/contents>