



## HERITAGE, DESIGN AND ACCESS STATEMENT

FOR

INTERNAL AND EXTERNAL ALTERATIONS AT  
3 POLSTEAD STREET, STOKE BY NAYLAND

OCTOBER 2023 REVISION



**Property Address:**

3 Polstead Street  
Stoke by Nayland  
Colchester  
Essex  
CO6 4SA

**Agent**

Kay Pilsbury Thomas Architects  
Honeylands  
Radwinter  
Saffron Walden  
CB10 2TJ



**Green  
REGISTER**  
OF CONSTRUCTION  
PROFESSIONALS

ARCHITECT ACCREDITED IN BUILDING CONSERVATION

Kay Pilsbury Thomas Architects is a trading style of Kay Pilsbury Architects Limited  
Registered in England and Wales - Registered No: 05197069 - Registered office as above

AABC

RIBA   
Chartered Practice

## **Contents:**

- 1. Introduction**
- 2. Understanding 3 Polstead Street**
- 3. Designation records for the Heritage Asset**
- 4. Approach & Methodology**
- 5. Assessment of Significance**
- 6. Summary of Proposals**
- 7. Planning History**
- 8. Photographs**
- 9. Table of Proposals/Impact**
- 10. Planning Policy**
- 11. Access**
- 12. Trees**
- 13. Ecology**
- 14. Summary**

## **1. Introduction**

This Heritage, Design and Access Report is written in support of an application for Planning Permission and Listed Building Consent for the proposed works to the C18th cottage 3 Polstead Street, which is Grade II Listed.

The submitted design and this report have been carefully produced in an informed way by Kay Pilsbury Thomas Architects, who are Conservation Accredited Architects. This is to ensure the conservation and proposals for this historic building are sympathetic to the original dwelling. The proposals are also the result of a thorough pre-application consultation and agreement with Babergh's Conservation Officer Tegan Chenery.

The house is an C18th lobby-entrance style house with sash windows, under a clay tiled roof. It has rooms to either side of the central fireplace, with a service bay on the far end. All the rear extensions were added in the late C20th, as was the rear lean-to.

The proposal is to carry out minor alterations to the exterior and interior of the cottage.

Part of the works involve the replacement of modern external joinery; windows and doors, for a traditional design. The existing Velux rooflights will be replaced for conservation rooflights and a new conservation rooflight will be inserted in the downstairs WC, which currently does not contain any window.

The existing PVC rear conservatory is to be replaced with a more sympathetic, high-quality slim-line metal and glass lean-to. The rear garden door that opens to the conservatory will have a new set of timber frame French doors connecting the room with the courtyard, where there is currently a window.

The C20th rear wing is also being part remodelled internally to provide a spacious landing/dressing area to bedroom 3 by taking down modern cupboard and partitioning. The windows and doors are also being replaced on this range, with more considerate traditional flush casements windows and part glazed doors.

The first floor front and rear ranges do not connect. The cottage is having both modern C20th staircases replaced for a cottage style stair. The C20th en-suite on bedroom 1 is removed to reinstate the space. The dressing room to bedroom 2 is converted to an en-suite.

The old cottage has some gypsum on the front walls which will be replaced with lime plaster and the upstairs has a few lime plaster cracks in the end bathroom which will be repaired.

These works are proposed to firstly conserve the cottage and its fabric and secondly improve the rear C20th elements by replacing them with better quality materials with windows and doors that respond more sensitively to the originals on the house.

The works will allow the house to evolve in a modest way. These are reversible, ensuring that cause no damage to the heritage asset.

A full list of the proposals is contained within this report, and they are illustrated on the accompanying submission drawings.

## 2. Understanding 3 Polstead Street and Understanding the evolution of the Site.

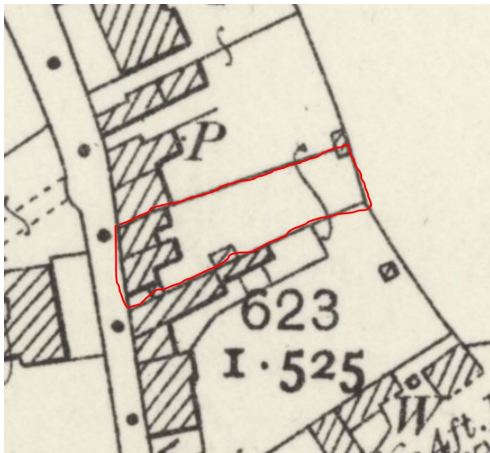
3 Polstead Street is a Grade II Listed Building, that sits to the East side of the main street through the village. Polstead Street is one of the four main routes through the village and the property is one of many grade II listed houses and cottages that align the roads.

The house is an C18th lobby entrance style house, although its Georgian date means that it has brick constructed walls with corbelled eaves with a rendered finish. The main front range has 4/4 vertical sash windows. The roof is steep pitched with a red clay-peg tile finish. The chimney has soft red bricks internally and replacement C20th soft red externally.

The rear dormer window has a replacement C20th window.

The 1.5 storey wing on the rear is all late C20th fabric. The old O/S maps show the cottage has two single storey elements on the rear, but by the 1920 these had been removed. The rear addition dates to the 80s. This is masonry construction with some recycled/re-used internal timbers from elsewhere, but they are false and do not constitute historic walls as they are applied to the modern masonry walls and show no historic jointing or traditional construction methods. The late C20th rear range is rendered under a pegtile roof. The windows and doors are all C20th. There is a modern single storey lean-to along the North side of the rear range.

There is also a late C20th lean-to Boot Room on the rear of the house, with a glass roof and the walls sit on a red brick plinth. There is also a UPVC addition on the end of the 2 storey range.



MAP 1902



MAP 1926

### **3. Designation Records for the Heritage Asset**

#### **Listed Buildings:**

Listing: (Formerly DICKHILL COTTAGE, POLSTEAD STREET)

Grade: II

List Entry Number: 1300858

Date first listed: 09-Feb-1978

List Entry Name: DICKHILL COTTAGE

Statutory Address 1: DICKHILL COTTAGE, POLSTEAD STREET

*'A C18 timber-framed and plastered house re-fronted in brick in the late C18 or early C19, colour washed. 1 storey and attics. 3 window range, double-hung sashes with glazing bars, in flush cased frames. Roof tiled, with 2 flat headed dormers and a central large square chimney stack.'*

*Listing NGR: TL9881836396*

On Heritage gateway there are 62 listed buildings within 500m of the house.

The adjacent attached house Assur to the North is of a similar age and also grade II listed, as is Holly Cottage to the South.

#### **Archaeology:**

There are 10 archaeological records within 500m, but non associated with this site.

#### **Conservation Areas & AONB:**

The property is located within Stoke by Nayland Conservation Area and sits within an area of Outstanding Natural Beauty.

### **4. Approach and Methodology**

The approach was first to understand the history and construction of the house, phasing of the construction and dates of the various parts. This was achieved through our own conservation knowledge and years of experience working on local historic buildings and reviewing Heritage gateway and O/S maps.

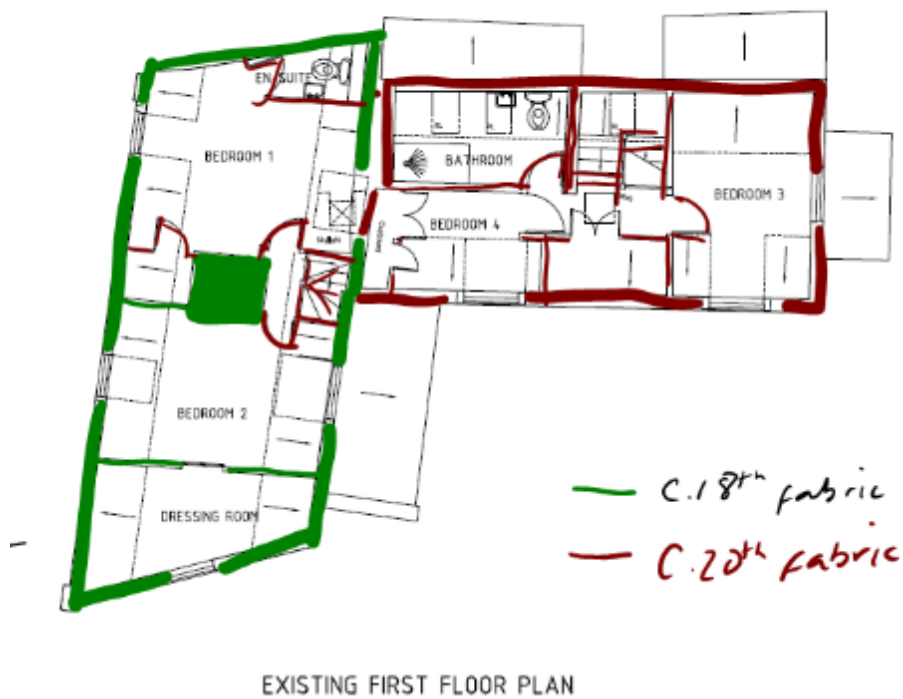
The design then looks to repair and conserve the historic fabric of the cottage foremost and to replace the unsympathetic windows for traditional flush timber casements with integral bars, and the doors for traditional part glazed timber frame doors.

The aim is to always maintain as much historic fabric as possible whilst doing any works and avoid harm wherever possible.

To allow the house to evolve and improve the aesthetic of the rear range, the opportunity has been taken to demolish the UPVC addition and rebuild it as a lean-to at the end, it is the same height and footprint of what is already there. This is an honest and contemporary replacement, made of complimentary high-quality materials. It is a lightweight addition with metal frame and glass screens, that allow this structure to be transparent, allowing the historic house to dominate. It is reversible, and the impact is minimal, and it is only attached to C20th fabric, so there is no old fabric is affected.

The internal and external changes only affect late C20th fabric, therefore, there is no physical harm to the heritage asset.

**5. Assessment of Significance -Plans of Heritage Significance/Phasing Plans:**



- **Historic & Archaeological Interest**

The transitional plan form and architecture tell us about the lifestyles and tastes of people in this period. The house plan is an earlier lobby entrance form, with the lobby opposite the chimney stack and the Parlour (sitting room) to the left and Hall (dining) to the right. There is the Service bay to the far end, which likely contained the pantry foods. The main house has a stair behind the stack, which was normal with rooms either-side of the chimney. The service bay on the end, wasn't connected at first floor originally, so likely had a ladder access for the ground floor. The house is said to have a brick facing, but in-fact all the walls are solid, brick, so it's likely it was constructed of brick, with its more classical corbelled eaves detail and sash windows.

- **Architectural and Artistic Interest**

The cottage is very attractive and the proportions to the front elevation are well balance. The corbelling and sash windows are also attractive features.

## **6. Summary of the Proposals**

### **General Proposal Reasoning and Justification**

The changes to the old house, have a number of improvements to the heritage asset and its architecture. These include the replacement of the C20th stair, demolition of a poorly built UPVC conservatory and the replacement of the modern inappropriate windows with more traditional flush casement windows with integral bars.

The internal changes to the rear late C20th wing will make for a better use of the Garden room connecting with the side courtyard and conservatory and subsequently rear garden. The area/landing outside Bedroom 3 will be used as a dressing walk-in. These changes only affect modern fabric, so again there is no harm.

The alterations to the interior of the formal cottage will make for a better use of space for both bedrooms 1 and 2, by inserting a new en-suite to bedroom 2 in the current dressing room, and by taking down the unpractically small en-suite in bedroom 1.

The external changes to the C20th rear wing are all improvements; replacing modern windows and doors with traditional designs such as flush timber casements and part glazed timber frame doors. Additionally, the modern rooflights will be replaced with conservation rooflights and new timber frame French doors inserted to south wall of the garden room.

The replaced conservatory is on the same footprint as the existing, albeit the materials will be better quality. Again, this structure is an improvement on what is there and the glass to the rear will allow the structure to remain lightweight and the construction itself is reversible.

### **Form, Layout & Materials**

The replacement windows will be painted timber and a flush traditional casement with integral bars.

The conservatory replacement on the end attached to the C20th wing avoids damage and responds to the house proportions. It is of the same footprint of the existing conservatory. The walls and roof are glass screens, with a low pitch roof that suits neatly below the 1<sup>st</sup> floor window above. The replacement identifies as contemporary.

## **7. Planning History & Pre-application**

The house was extended in the late C20th with the 1.5 storey rear range and the lean-to.

### **Pre-application advice**

Pre-application advice has been sought for this application on 31.03.2023 (Ref: DC/23/01056:).

Sibyl Thomas at KPT Architects, met with Conservation Officer, Tegan Chenery on 31<sup>st</sup> March. Tegan Chenery asked for the windows into the Kitchen to be shortened, which we have done. All the other aspects of the proposal were acceptable in principle, and she welcomed the application.

**8. Photographs:**



*Front View*



*Rear View*





*Rear View*



*Rear view of existing cottage with C20th lean-to and C20th 1.5 storey rear wing.*



*Interior of the Rear C20th wing (above)*



*The ground floor rooms in the old range.*



*Modern stair being replaced in the old range and service end on first floor where ensuite bathroom is going.*

## 9. Impact Table of Proposals

	<b>Proposal</b>	<b>Significance of affected fabric</b>	<b>Impact</b>	<b>Reasoning / mitigation /recording</b>
1.	Demolition of UPVC conservatory to end of rear C20th wing. Replacement with a metal frame glazed lean-to design conservatory.	Low – late C20	Visual - no fabric impact.	The replacement conservatory is on the same footprint, albeit the materials will be better quality. This structure is an improvement on what is there and the glass to the rear will allow the structure to remain lightweight and the construction itself is reversible.
2.	Remove C20th staircase in the rear wing and taking down the partitions on the first floor landing to form a dressing area for bedroom 3.	Low	No Impact	These partitions and staircase are all late C20th and their remodelling will allow for a more viable layout.
3.	Replace the modern C.20 <sup>th</sup> windows and doors of the rear wing and of the back of front range with traditional design timber frame with integral bars.	Low	Visual – no historic fabric affected.	The C20th windows and doors on the rear wing and of the back of front range are unsympathetic and their replacement with flush casements with integral bars. French door also in a traditional design and materials will improve the visual appearance of the house.
5.	Replace the C20th stair in the front range for a simple traditional cottage stair, reinstating what it had originally.	Low	Neutral	The open paddle stair is not in-keeping with the cottage and is difficult to use. Its replacement with a traditional timber stair with risers and treads will reinstate this feature within the room.
6.	Removal of C20th partitioning forming the en-suite and fittings in Bedroom 1 of the front range.	Low	Improvement	This will reinstate this corner of the room.
7.	To fit new en-suite fittings and associated plumbing to end bay near bedroom 2.	Moderate	No fabric damage – Neutral impact	The bathroom will go in a narrow bay which is too small to be a Bedroom. It will require plumbing which will run above the floor. The vent pipe will go to a tile vent, so won't be visible.
8.	New dormer window to south slope of C20th range, adjacent to existing dormer. Replacement of modern casement windows in the two existing dormers for traditional side hung casements.	Low	Improvement	This roof is C20th so there is no fabric impact, it will allow more even light and headroom into the first floor. The replacement of the window joinery in the other two dormers will be an improvement. The style of the windows will be timber with integral bars and provide egress in-case of fire.
9.	Replace the existing Velux rooflights with conservation rooflights.	Low	Neutral	The replacement rooflights will be the same size. This is an improved change to a low profile appropriate rooflight reducing any impact on the roof.

10.	Insert a new conservation rooflight in the downstairs WC	Low	Improvement	Presently the WC does not have a window. Inserting the rooflight will improve means of natural light and purge ventilation.
11.	Two new small timber-clad ancillary garden outbuildings. One on the site of a former shed and other hidden at bottom of garden	Low	Visual	Both these small ancillary garden outbuilding are small being approx. The replacement shed is 2.9m x 1.7m and 2m high. The other at the end of the garden is 3mx2.4m and 2.5m to ridge height. Both are timber clad and reversible, and both are within permitted development sizes. Their impact is minimal and will allow viable use and storage for the garden. The shed is located in the position of a structure that stood the in the C19th, but is no longer there. The structure at the bottom of the garden is also located where the house privy once stood, so again is in a appropriate outbuilding position.

## **10. Planning Policy**

### **10.1. Statutory context**

The Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 requires a local planning authority to pay special attention to the desirability of preserving or enhancing the character or appearance of a Conservation Area (Section 72) and a Listed Building or its setting (Section 66).

### **10.2. National Policies**

Relevant National Policies and Guidance referred to include:

- National Planning Policy Framework (NPPF) 2019
  - Section 12: Achieving well-designed places
  - Section 16: Conserving and enhancing the historic environment
- National Planning Policy Guidance for Historic Environment (2019)

### **NPPF**

These proposals have been informed by the relevant policy considerations in the NPPF as set out below: -

#### ***Proposals affecting heritage assets NPPF (2021) 194.***

*“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. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.”*

**This Heritage Report describes the significance of the heritage asset in detail and has been written by a practice that specialises in Conservation Architecture.**

#### ***NPPF 197.***

*“In determining applications, local planning authorities should take account of:*  
*(a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*  
*(b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*  
*(c) the desirability of new development making a positive contribution to local character and distinctiveness.”*

**The unsympathetic fenestration and C20th addition will be replaced with a better quality lean-to and traditional flush casement windows and part glazed doors with integral bars. This will enhance the heritage asset.**

**NPPF Considering potential impacts 199.**

*“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.”*

**The attached table describes in detail the impact of all the proposals. There is no harm to the fabric of the old cottage. The additions and works are all reversible and subordinate to reduce any impact.**

**NPPF 200.**

*“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. Substantial harm to or loss of:*

- (a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional.*
- (b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II\* listed buildings, grade I and II\* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.”*

**There is no harm or loss and therefore the tests under NPPF 200 are not applicable.**

**NPPF 202**

*“Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.”*

**There is no harm.**

**Local Policy LP03 - Residential Extensions and Conversions**

*1) Proposals for development within the curtilage of existing dwellings, extensions to existing dwellings or conversions within residential dwelling curtilage may be permitted providing they;*

*a) Are in keeping with the size, scale, mass, design and materials of the existing dwelling and wider setting.*

***The conservatory replacement rear lean-to is the same height and footprint. The materials complement the existing on the house albeit with contemporary lightweight glass. The outbuilding is small and within PD limits and clad in timber.***

*b) Will not result in over-development of the plot or within the curtilage or create an incongruous impact. The cumulative effects of a number of extensions or conversions to the existing dwelling or dwelling curtilage will be regarded as a material consideration.*

**The proposed conservatory is modest in design and scale and sits in the footprint of existing conservatory, therefore there is not increase in massing.**

*c) Incorporate good quality design which maintains or enhances the character and appearance of the building, street scene and surroundings and reflects and respects the relationship of the site and its context setting and those of any adjoining properties.*

**The replaced conservatory can't be seen from the street, but they are high quality materials, contemporary glass screens and roof. The alterations reinstate the better quality traditional windows and doors.**

*d) Will not materially, unacceptably or detrimentally affect the amenities of neighbouring properties or adversely affect neighbouring commercial uses.*

**NA as single storey**

e) *Would not cause the felling of or any damage to any significant trees and hedgerows that contribute to the environmental quality and visual amenity benefits of the locality. Ecology/biodiversity may be a material consideration as part of the assessment.*

**No trees are affected and there is no ecology impact as provided by the attached report. Indeed, there are ecology enhancements.**

f) *Have safe vehicular access, and sufficient space remains available to park vehicles in the curtilage of the dwelling. Consideration will be given to any relevant parking standards that may need to be taken into consideration.*

**N/A**

g) *Where a proposal affects and harms a heritage asset the local planning authority will resist the proposal.*

**The only impact is visual or neutral and there is no impact on the historic fabric itself.**

**Policy LP20 – Area of Outstanding Natural Beauty 1.**

*The Councils will support development in or near the AONBs that:*

- a. Conserves and enhances the landscape and scenic beauty;*
- b. Integrates positively with the character of the area and reinforces local distinctiveness of the AONB;*
- c. Are sensitive to their landscape and visual impacts (including on dark skies and tranquil areas); subject to siting, design, lighting, use of materials and colour, along with the associated mitigation measures;*
- d. Supports the provision and maintenance of local services and facilities and assets (including affordable housing), so long as it is commensurate with the character and objectives of the AONB;*
- e. Demonstrates special regard to proposals that enhance and protect landscape character and values and heritage assets in the AONB such as; locally characteristic landscape features, for example by use of materials which complement the local individual landscape character, archaeological and historic patterns of settlement and land use and designations.*

**The low outbuilding is to the rear of the house and within the domestic curtilage of a busy street. As it is subordinate and low and made of natural high-quality sympathetic materials they will not impact on the AONB.**

**The window changes will improve the architecture of the house in its setting.**

*Policy LP21 - The Historic Environment*

*1. Where an application potentially affects heritage assets, the Councils will:*

- a. Depending on the nature of the works/development proposed, require the applicant to submit a heritage statement that demonstrates*
  - i. The significance of the heritage asset is appropriately understood (statement of significance);*
  - ii. The potential impacts on the heritage asset's significance, including the contribution made by setting, are understood (impact assessment);*
  - iii. That the proposal has been fully justified in light of the significance and impact identified above (statement of justification);*
  - iv. If relevant, that the proposal has considered how preservation in situ of archaeological assets can be achieved through the design of the site;*
  - v. An effective conservation strategy, including details of recording, mitigation, repair, preservation, protection and management as appropriate;*

**This application includes a thorough Heritage statement with the significance explained and impact on the heritage asset.**

*b. Where development includes (or has the potential to include) heritage assets with archaeological interest, an appropriate desk-based assessment and, where necessary, a field evaluation by a suitably qualified person is required.*

**The works are not a conversion of a heritage asset and there is no evidence of the site having archaeological significance. The proposals affect largely C20th fabric.**



The Councils will support:

- a. The re-use/ redevelopment of a heritage asset, including Heritage at Risk, where it would represent optimal viable use, including assets in isolated locations, and the proposal preserves the building, its setting and any features which form part of the building's special interest and complies with the relevant policies of the Plan;
- b. Development proposals that contribute to local distinctiveness, respecting the built form and scale of the heritage asset, through the use of appropriate design and materials;
- c. Proposals to enhance the environmental performance of heritage assets, where the special characteristics of the heritage asset are safeguarded and a sensitive approach to design and specification ensures that the significance of the asset is not compromised by inappropriate interventions.

**The proposals include the replacement of the modern windows with a more traditional style and an honest high-quality rear subordinate replacement, with the demolition of a low-quality conservatory. The changes will enhance the heritage asset, its architecture and setting.**

3. In order to safeguard and enhance the historic environment, harm to heritage assets should be avoided in the first instance. Only where harm cannot be avoided should mitigation be considered. When considering applications where a level of harm is identified to heritage assets (including historic landscapes) the Councils will:

- a. Have regard (or Special Regard where appropriate) to the historic environment and take account of the contribution any designated or non-designated heritage assets makes to the character of the area and its sense of place. All designated and non-designated heritage assets must be preserved, enhanced or conserved in accordance with statutory tests and their significance, including consideration of any contribution made to that significance by their setting; and
- b. Have regard to the planning balance whilst considering the extent of harm and significance of the asset in accordance with the relevant national policies.

**There is no harm to the historic fabric.**

4. Proposals which potentially affect heritage assets should have regard to all relevant Historic England Advice and Guidance.

HE guidance to extension has been taken.

HE state:

If your property has previously been altered or extended, permission for a new extension may be possible, so long as it does not overpower what is already there. It may be possible to replace a poorly built and designed extension with a new structure.

**The replacement extension is in lieu of rear conservatory which is being demolished. The replacement rear lean-to is the same footprint and height.**

A new extension should not dominate a historic building: this usually means it should be lower and smaller.

**The replacement extension is modest, low and single storey and replaces the footprint of the demolished UPVC conservatory.**

An extension will usually have less effect on your historic house if it is built onto the back and not seen from the front. This is because the back is usually less important for its architecture than the front. Side extensions may also work well. Permission for an extension that projects to the front is rarely given as this is usually the most important and most visible part of the house.

**The replacement extension is on the rear.**

5. Where development is otherwise considered acceptable, planning conditions/obligations will be used to:

- a. Secure an appropriate programme of archaeological investigation, recording, reporting, archiving, publication, and community involvement; to advance public understanding of the significance of any heritage assets to be lost (wholly or in part); and to make this evidence and any archive generated publicly accessible.

**The works are to C20th additions, so don't require historic recordings to alter these aspects. There are photos within this Heritage statement of the house, which record it prior to any works taking place.**

**11. Access**

The new doors into the extension will have level access.

There are no changes to vehicular access etc.

**12. Trees:**

There are no trees affected by this application.

**13. Ecology:**

An ecological assessment has been provided with this application.

The C20th additions being demolished have been surveyed and contain no evidence of bats.

The ecology report proposed ecology enhancements which has been taken on-board and shown on the proposal block plan.

**14. Summary:**

The interior works to the old range and improvements to the windows, doors and rooflights, plus the window replacement rear Boot Room lean-to, all look to improve the architecture of the Heritage asset with a more historically appropriate and high quality design.

The replaced conservatory is subsidiary and an honest, yet a quiet architecture.

The ancillary garden outbuildings are very modest, timber clad and are normal to support the garden use, plus their position relate to historic garden outbuildings. They are small and low.

This proposal allows for a viable house and includes conservation enhancements, it also has no impact and causes no harm to the historic fabric and is therefore compliant with current National and Local Planning policy.