

JAMES CLAGUE  
ARCHITECTS

104 HIGH STREET

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MILTON REGIS,  
SITTINGBOURNE

DESIGN & HERITAGE  
STATEMENT

November 2023

# FOREWORD :

This document has been produced to accompany the Householder Planning and Listed Building Applications to seek consent from Swale Borough council for the works at 104 High Street, Sittingbourne, Kent, ME10 2AN.

Issue/ Revision	Date	Description

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James Clague Architects Ltd. 40/41 Castle Row, Canterbury, Kent, CT1 2QY

[www.jamesclague.co.uk](http://www.jamesclague.co.uk)

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# 1. INTRODUCTION

The Design & Heritage statement has been prepared to support a householder planning application and listed building consent for proposed change of use and works within the ground serving the property and private residence at 104 High Street, Sittingbourne, Kent, ME10 2AN.

The proposed works are as listed below:

- Change of use to HMO (providing 6 bedrooms)
- Internal reordering and refurbishment of the main house
- Necessary fabric repairs
- Unblocking of basement lightwell, provision of new mechanical extract to air vent
- Thermal upgrades of external walls
- Sound and fire upgrades to internal fabric
- Repair and refurbishment of front windows and installation of secondary glazing
- Replacement of windows to rear of property with slimline-double glazed units
- New rooflight to first floor proposed ensuite
- Removal and replacement of modern single-storey rear extension
- Associated landscaping to suit the new arrangements

JCA have been appointed to provide a scheme which preserves and enhances the main house and its gardens whilst providing an improved flow and more efficient use of the property. The supporting documents will be illustrating how the requirements and parameters of the proposed works will be met in terms of use, amount, layout, scale and landscape with the aim of underpinning the design ethos. In addition to this a heritage impact assessment is also included, assessing, and reviewing the impact upon the heritage asset and its setting.



Fig.1 - Front elevation of the property

## 2. OVERVIEW OF THE SITE :

### 2.1 The Site

104 High Street is a two-storey Grade II listed C.18th Century dwelling located in Milton Regis. The property is accessed via Cross Lane which connects to the High Street. The property fronts Cross Lane.

The existing property exhibits flemish-bonded, beige painted brickwork with white painted timber sash windows and two hipped dormers to the clay tile roof. The front entrance door is framed by two painted pilasters and a small white painted gable roof above.

Inside, there is a small basement accessed through a floor hatch, currently acting as a store. On the ground floor there is a kitchen and WC to the rear and four other rooms, two of which are reception rooms at the front of the property. A winder staircase leads to the first floor which contains another 4 rooms, suitable for bedrooms; most rooms on this floor have access to cupboard storage. Finally, on the second floor are two additional rooms within the roof, each with a dormer to the front of property.

Externally, there is a small courtyard garden to the rear of the property.

The property has undergone a number of different uses throughout its life and has had a number of planning applications submitted in recent years, most recently for conversion into a single residential dwelling, after years of being used for commercial purposes for furniture shops, a physiotherapists and a dentist to name but a few. Aside from kitchens and WC, all other rooms currently have no designated use or arrangement.

Though the property was granted permission for conversion into a single residential dwelling it has not yet been inhabited, as such the property is in extremely poor condition and requires extensive repairs and refurbishment. The new designated use will ensure the heritage asset does not fall into further disrepair, and instead is conserved and enhanced whilst enjoying modern day use.



Fig.2 - Aerial view (courtesy of Google Maps)



## 2.2 The Wider Context

The property is situated on Cross Lane which connects directly to Milton Regis High Street. Milton Regis is a built-up village, located within the wider town of Sittingbourne and local government district of Swale, Kent.

The town exhibits a large concentration of Grade II listed properties, following a linear development along the High Street, with later development sprawling outwards from here. There is a range of developments and styles, from 14th century architecture through to modern housing developments.

In terms of development, Milton Regis is made up mainly of residential properties with lots of dense terraced housing developments. Development is concentrated around the High Street, where there is a large concentration of listed buildings, as shown by Milton Regis High Street Conservation Area; there has been an urban sprawl from this location towards the peripheries. There is also a primary school and recreation ground within the village. Development is guided by the larger town of Sittingbourne, with Milton Regis sprawling out from the centre of the town, towards more rural and agricultural land. The town is well connected to the village of Kemsley and Bobbing.

Milton Regis is located within the industrial town of Sittingbourne. It is located approximately 9 miles west of the town of Faversham and 12 miles north-east of the large town of Maidstone.

104 High Street is located within Milton Regis High Street Conservation Area and The Swale Special Protection Area 6km Buffer Zone. There are no further planning constraints associated with the site.



### Planning Constraints Key

- Conservation Areas
- Listed Buildings
- Sections 106s
- Special Protection Area 6km Buffer Zone

Fig.3 - Planning Constraints Plan (courtesy of Swale Web Mapping)



### 3. PLANNING HISTORY

The property has a long history in terms of planning applications involving conversions and changes of use. As can be seen from the applications, the building appears to have been used for commercial purposes from 1977 when there was an application to turn the property into a commercial office.

*Application Ref:* SW/75/0197  
*Description:* Change of use to dental surgery  
*Decision Date:* 15/09/1975  
*Decision:* Granted

The most significant applications are listed below:

*Application Ref:* 19/503254/LBC - Listed Building Consent  
*Description:* Listed Building Consent for conversion of commercial property into single residential dwelling including single storey rear extension and internal alterations. (Resubmission to 18/505103/LBC).  
*Decision Date:* 10/07/2020  
*Decision:* Granted

*Application Ref:* 19/502476/FULL  
*Description:* Conversion of commercial property into single residential dwelling including single storey rear extension. (Resubmission to 18/505102/FULL).  
*Decision Date:* 10/07/2020  
*Decision:* Granted

*Application Ref:* SW/02/1089  
*Description:* Physiotherapy clinic (change of use)  
*Decision Date:* 31/10/2022  
*Decision:* Granted

*Application Ref:* SW/77/0378  
*Description:* Change of use from residential to office  
*Decision Date:* 11/07/1977  
*Decision:* Granted

## 4. THE PROPOSAL

The proposed works seek to provide the following:

- Change of use to HMO (providing 6 bedrooms)
- Internal reordering and refurbishment of the main house
- Necessary fabric repairs
- Unblocking of basement lightwell, provision of new mechanical extract to air vent
- Thermal upgrades of external walls
- Sound and fire upgrades to internal fabric
- Repair of front windows and installation of secondary glazing
- Replacement of windows to rear of property with slimline-double glazed units
- New rooflight to first floor proposed ensuite
- Removal and replacement of modern single-storey rear extension
- Associated landscaping to suit the new arrangements

Great care and consideration has been taken to ensure the proposals are respectful, complementary and sympathetic to the main dwelling and heritage asset. The proposed works to the house have been carefully considered to ensure that the works would not cause a detrimental impact upon the historic fabric, instead, they would be looking to encourage a favourable impact where possible.

### 4.1 Amount

The existing house has a total GEA (gross external floor area) of approximately 252m<sup>2</sup>. The GEA is 21m<sup>2</sup> at the basement, 104m<sup>2</sup> at the ground floor, 84m<sup>2</sup> at the first floor and 43m<sup>2</sup> at the second floor.

The total existing GIA (gross internal floor area) is 212m<sup>2</sup>. The GIA is 16m<sup>2</sup> at the basement, 88m<sup>2</sup> at ground floor, 71m<sup>2</sup> at first floor and 37m<sup>2</sup> at second floor.

The replacement rear extension to the house increases the GEA by 2.0m<sup>2</sup> to a total of 106m<sup>2</sup>.

The scheme alters the GIA's minimally, this is due to the small increase in floor area via the replaced rear extension and reduction through internal insulation.

The total existing GIA is 208m<sup>2</sup>.

The proposed GIA is 16m<sup>2</sup> at the basement, 87m<sup>2</sup> at ground floor, 70m<sup>2</sup> at first floor and 35m<sup>2</sup> at second floor.



## 4.2 Layout

The proposal seeks to provide six ensuite bedrooms to the property whilst minimising harmful intervention to historic fabric. As such, the layout of the property is largely retained, with modern partitions removed to facilitate improved room layouts.

It is proposed that the property is thermally and acoustically upgraded to better suit modern day living standards and its new multiple-occupant use.

### *Basement:*

The basement is to remain as an uninhabited space, it is proposed that the existing lightwell, which is currently bricked over, is unblocked and that a mechanical extract to an air vent is installed to improve ventilation.

### *Ground Floor:*

Two of the six bedrooms are situated at the ground floor, taking advantage of the two feature bay windows to the front of the property. The lobby provides access to these two rooms and the hallway giving access to the first floor. From the hall is a storage cupboard, giving way to a ground floor WC and hatch providing access to the basement. To the rear of the property, two steps down from the hall FFL is the open plan kitchen/dining area.

It is proposed that the existing single-storey monopitch extension to the rear is removed and replaced with a modern alternative that is more sympathetic to the

dwelling. The extension will house an additional lobby providing access to the garden and a separate utility/store. The ensuite to bedroom 1 will also be located in the new extension. It is proposed that the ensuite's FFL matches the bedrooms, while the lobby and utility matches the lower kitchen FFL.

### *First Floor:*

Three bedrooms are proposed to the first floor, with accompanying ensembles. Bedroom 5 to the rear of the property features a lower FFL than the rest of the floor; it is proposed that the existing two steps down into the room are replaced and extended to incorporate additional access to the proposed ensuite from within the bedroom itself. It is proposed that Bedroom 4's ensuite has a new conservation rooflight installed to provide natural light to the room.

### *Second Floor:*

The second floor features one bedroom and a separate dedicated shower/dressing room. The rooms on the second floor are within the roof space and do feature heavily sloped ceilings, however, they do achieve the minimum required room standards for HMO's and will provide a cosy and characterful atmosphere.

## 4.2 Layout

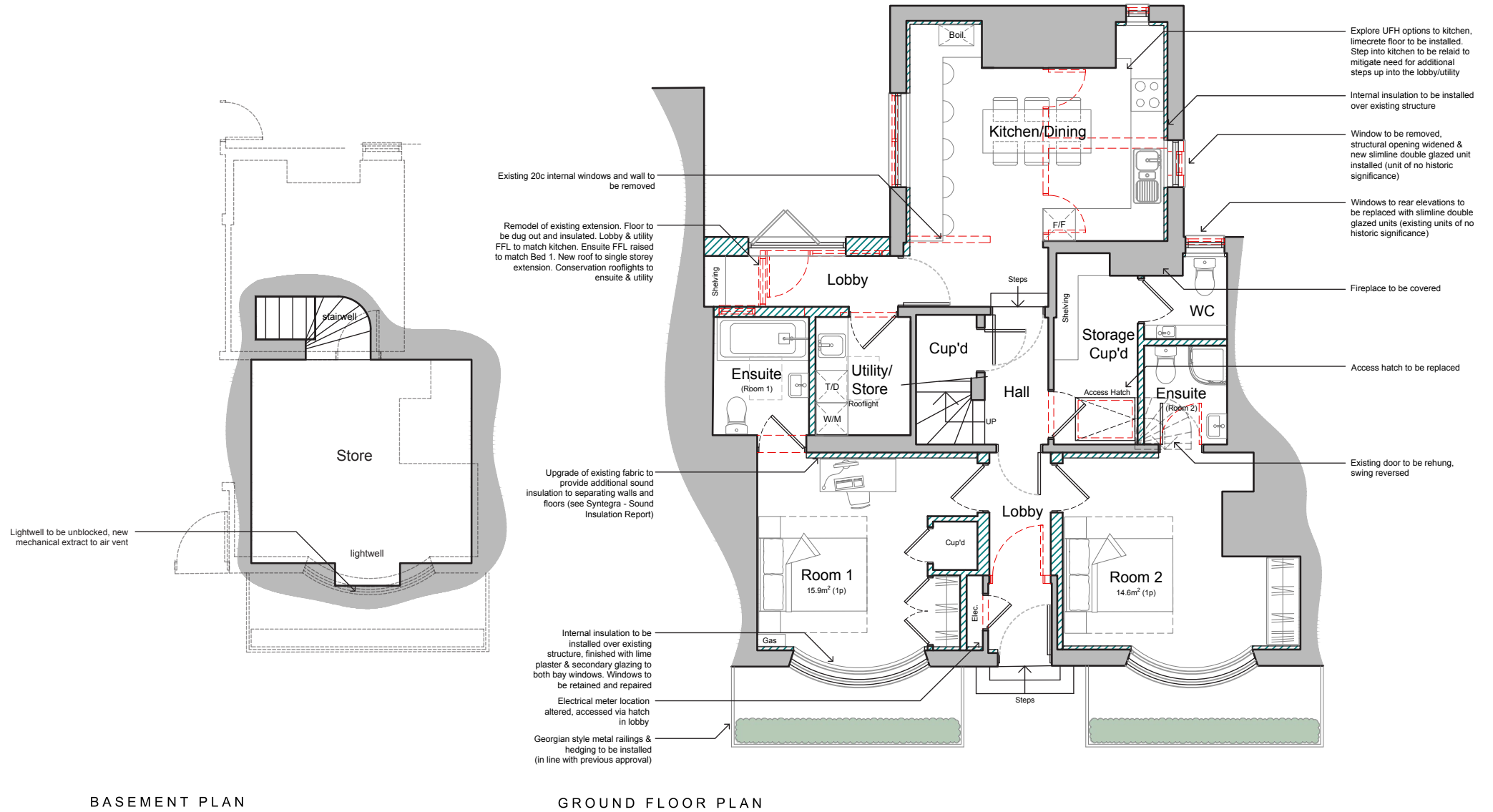


Fig.4 - Proposed basement & ground floor layouts

## 4.2 Layout

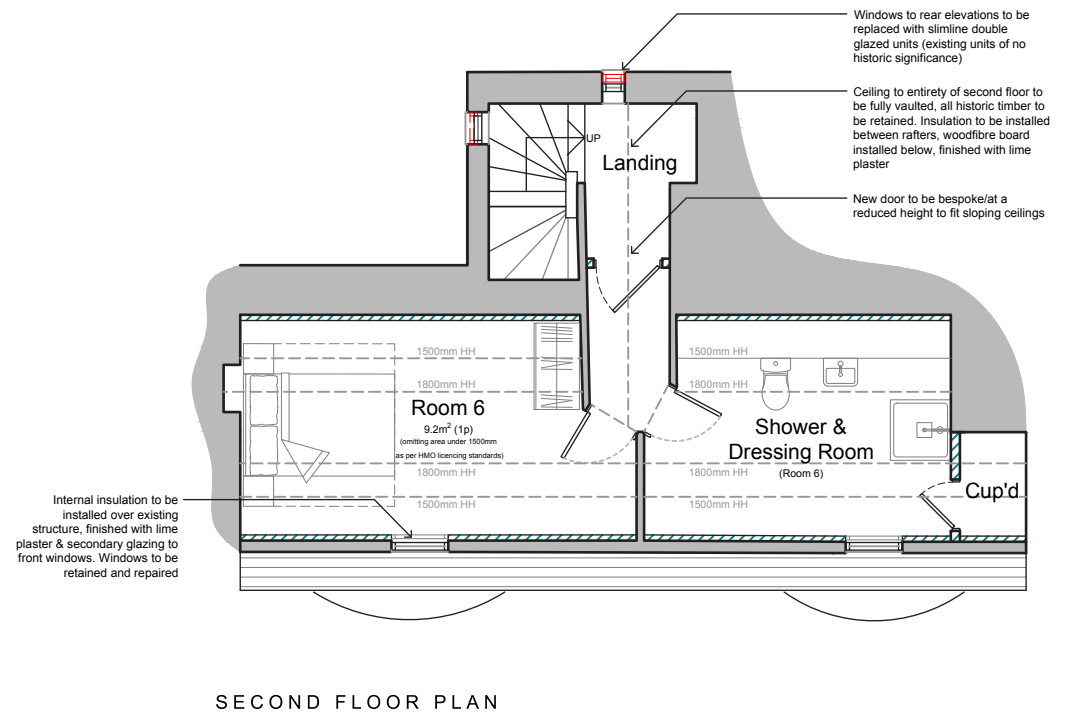
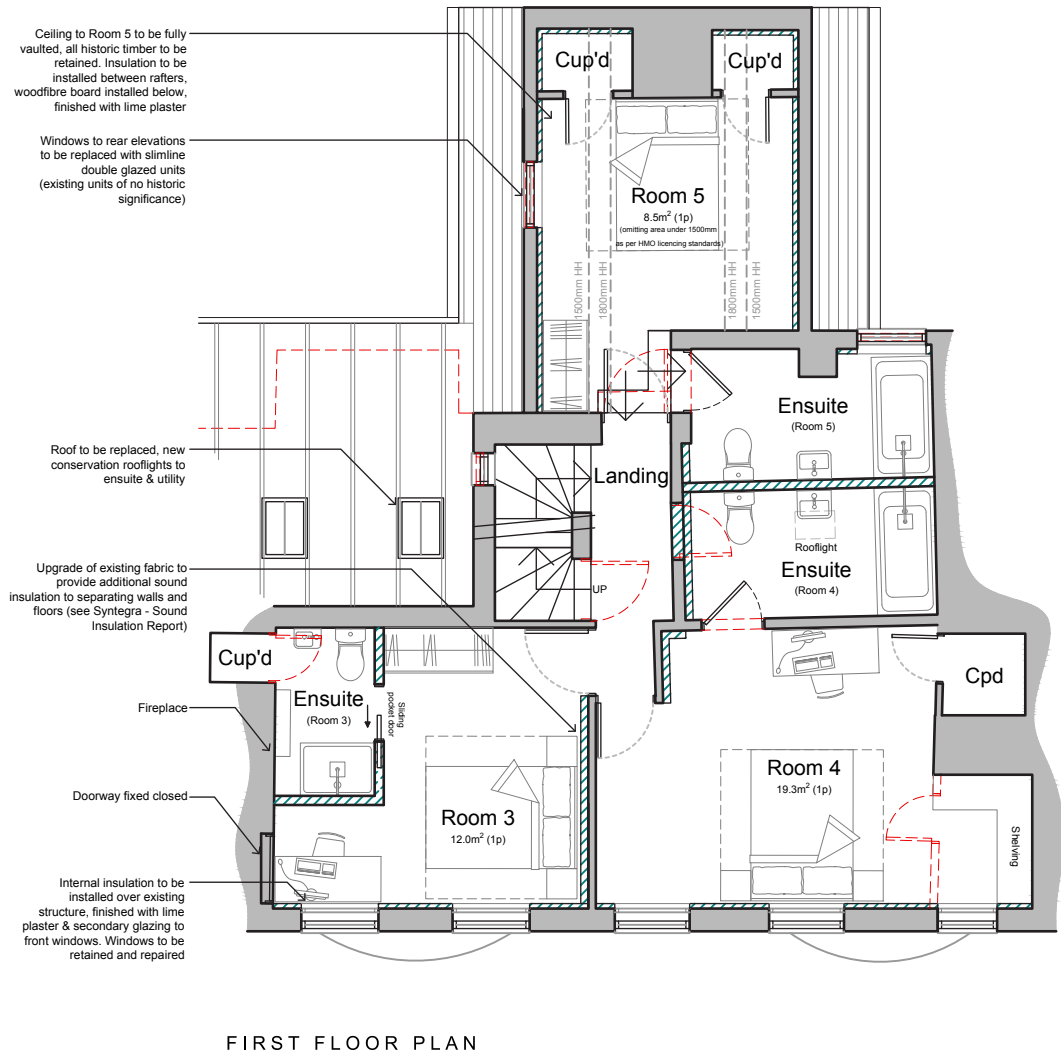


Fig.5 - Proposed first & second floor layouts

## 4.3 Scale & Mass

The proposal has minimal impact on the overall scale and mass of the property. The proposed extension to the rear replaces the existing flat roofed single-storey extension and sees a small increase in its height through a proposed monopitch roof at 10 a degree pitch.



PROPOSED FRONT ELEVATION



PROPOSED REAR ELEVATION

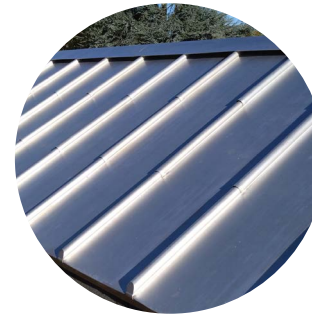
Fig.6 - Proposed front & rear elevations

## 4.4 Appearance & Materials

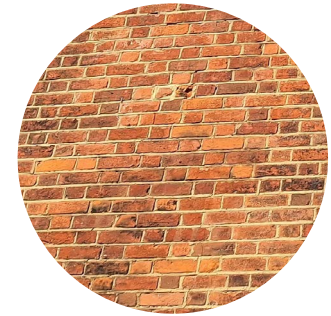
The proposal seeks to have minimal impact on the heritage asset and looks to enhance it's appearance where possible.

This is achieved through removal of the unsympathetic modern single-storey extension to the rear, and its replacement with a contemporary extension, with similar floor area. It is to feature flemish-bond red brick to match the main house and a batten rolled terne coated stainless steel monopitch roof. As well as white painted timber bifolding doors to the lobby and conservation rooflights to the utility and ensuite that it houses.

It is also proposed that the mismatched modern windows to the rear are removed and replaced with casement Georgian style white painted timber slimline double glazed units to consolidate the overall window style and provide much needed thermal upgrades to the property.



*Fig.7 - Batten rolled terne coated stainless steel monopitch roof*



*Fig.8 - Flemish-bond red brick*



*Fig.9 - Conservation rooflights*



*Fig.10 - Georgian style slimline double glazed windows (to rear)*

## 4.5 Access

Access to the site remains unaltered.

## 4.6 Landscaping & Amenities

It is proposed that Georgian style railings and box hedging are installed and planted to the front of the property (as previously consented - now lapsed) to improve its street presence.

The rear garden currently has two unsightly sheds that are in poor repair; it is proposed that the eastern shed at the end of the garden is repaired and refurbished and used for bike and bin storage, while southernmost shed is removed.

It is proposed that the garden is to be paved with natural stone patio slabs and raised beds with native planting are provided to the borders.

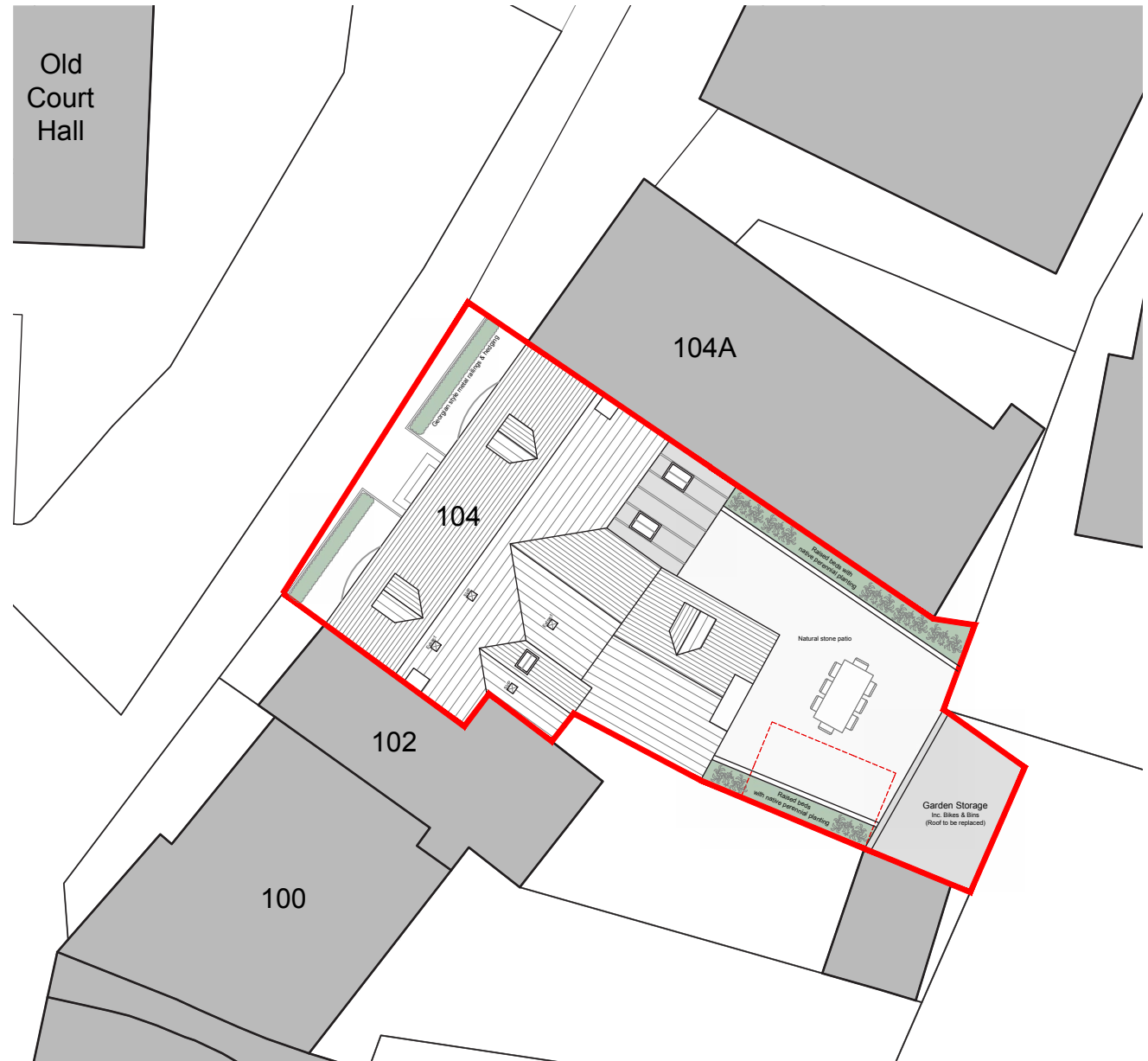


Fig.11 - Proposed Site Plan

## 5.1 Legislative Framework

National Planning Policy Framework (Feb. 2019):

The NPPF sets out the Government's planning policies for England and puts "the presumption in favour of sustainable development" at the heart of the planning system. The following chapters are relevant to the proposal:

- Chapter 2 (Achieving sustainable development)
- Chapter 4 (Decision making)
- Chapter 12 (Achieving well designed places)
- Chapter 16 (Conserving and enhancing the historic environment)
- Planning Practice Guidance on each of the above topics
- Historic England's Good Practice in Planning Advice Note Series:
  - Note 2: Managing Significance in Decision-Taking in the Historic Environment (Mar. 2015)
  - IHBC Toolbox Guidance Note – Guidance on Alterations to Listed Buildings (Published 2021)

The advice provided by the Institute of Historic Building Conservation (IHBC) Guidance Note sets out general principles and good practice on dealing with alterations to listed buildings.

The Toolbox Guidance Note is intended to be applicable to listed buildings throughout the UK. The principles in this Guidance Note apply throughout the UK, but it is important to be aware that there are important differences across the UK nations. The Policy and Legislation in each country should be consulted along with this Guidance. The Guidance Note aims to complement

existing guidance or fill gaps resulting from the deletion of previous Government advice. It may also be of relevance outside the UK for alterations to buildings protected for their architectural and historic interest.

Bearing Fruits 2031: The Swale Borough Local Plan 2017 (the adopted Local Plan):

- Policy CP4: Requiring good design
- Policy CP8: Conserving and enhancing the historic environment
- Policy DM14: General development criteria
- Policy DM16: Alterations and extensions
- Policy DM19: Sustainable design and construction
- Policy DM32: Development involving listed buildings
- Policy DM33: Development affecting a conservation area

Local Planning Guidance:

- Listed buildings: a guide for owners and occupiers (Feb. 2011: see - <https://www.swale.gov.uk/assets/Planning-Forms-and-Leaflets/listed-buildings-feb-2011.pdf>)
- Designing an extension: a guide for householders (Feb. 2011: see - <https://www.swale.gov.uk/assets/Planning-Forms-and-Leaflets/Designing-an-Extension-feb-2011.pdf>)
- Conservation areas (Feb. 2011: see - <https://www.swale.gov.uk/assets/Planning-Forms-and-Leaflets/Conservation-Areas-feb-2011.pdf>)

## 5. THE HERITAGE ASSET, IMPACT & SIGNIFICANCE :



## 5.2 Heritage Overview

This Built Heritage Statement meets the requirements of paragraph 189 of the NPPF and is sufficient to inform the current application.

This assessment refers to the relevant legislative framework contained within the Planning (Listed Buildings and Conservation Areas) Act 1990, as well as national and local planning policy. In addition, relevant Historic England guidance has been consulted to inform the judgements made. It is further based on the findings of detailed historical research, a site walkover survey and assessment conducted from publicly accessible locations around the Site, map studies and the application of professional judgement.

### Significance:

The subject site has been identified by Swale Borough Council as 'a building which in architectural and associated aesthetic terms, contributes positively to the Milton Regis High Street Conservation Area in general, and more particularly, to the setting of the directly opposite key feature/building within the conservation area, namely the grade II\* listed Court Hall.

Moreover, the LPA note the building is 'on the national and local Heritage at Risk Register because of its overall fairly poor and declining condition'. As such previous schemes to convert the building into residential use have been identified as an opportunity to 'improve the character and condition of the building, which in turn would have a positive impact on the conservation area.

### Designation:

*Heritage Category:* Listed Building

*Grade:* II

*List Entry Number:* 1344239

*Date first listed:* 10-Sep-1951

*List Entry Name:* JAY'S HOUSE

*Statutory Address 1:* JAY'S HOUSE, 104, HIGH STREET

### Details:

1. 5282 HIGH STREET (East Side) MILTON REGIS No 104 (Jay's House) TQ. 9064 NW 1/81 10.9.51. II GV 2. C18 exterior to possibly older house. 2 storeys and attics painted brick. Tiled roof with 2 hipped dormers. Modillion eaves cornice. 5 sashes with glazing bars intact. Two 2-light curved windows on the ground floor with cornices over. Doorcase with pilasters, pediment, low rectangular fan-light and door of 5 fielded panels.

Nos 52 to 76 (even), 80 to 104 (even), 104A and 110 form a group.

Listing NGR:TQ9039464716



Fig. 12 - Location plan (image courtesy of Historic England)

## 5.3 Historical Development

Fig.13 - 1871 - 1890



Fig.14 - 1897 - 1900

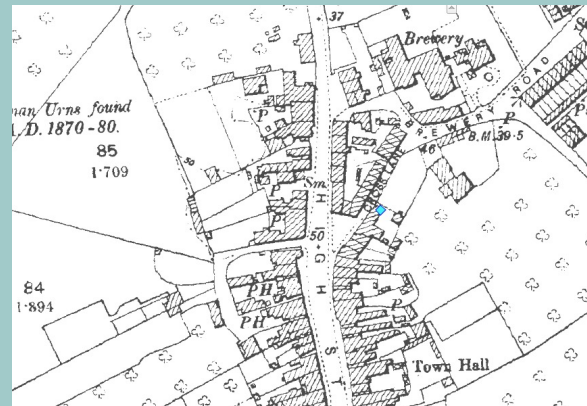


Fig.15 - 1907 - 1923

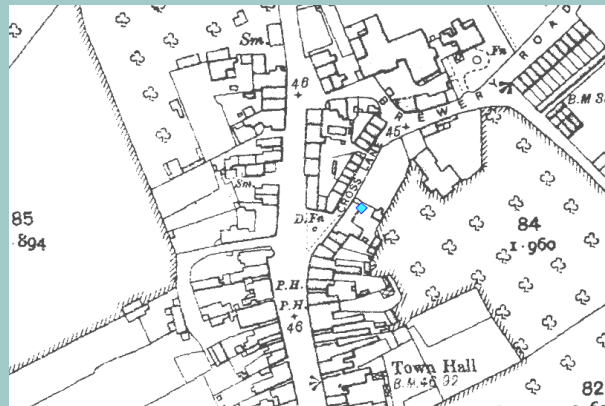
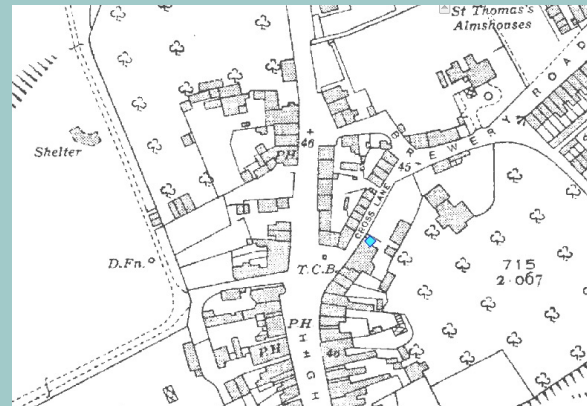


Fig.16 - 1929 - 1952



### Immediate Site

The exact date of construction for the building is not known with the absence of dendrochronological data, however, historic map analysis and architectural form suggests it was built in the early 18C. The building is a typical example of timber-box framed house, faced in painted brick.

The building represents a morphology of architectural narrative, where the building was later faced with painted brick, with the posts retained within. The architectural elements contribute to the significance of the building, with two and a half storeys (the upper storey largely contained within the roof space) and of two bays, with a peg tile pitched roof. The façade is typical of its time, in that the regular fenestration (casement windows) highlights the centuries preferred style of neo-classism within the wider English architecture. The current facade of the building has been sealed with modern paint enclosing moisture and creating capillary attraction through rising damp.

The rear of the building is where 20C harmful piece meal additions have occurred at the detriment to the heritage asset. The original ground floor of the rear elevation is concealed externally by the infill extension constructed with unsympathetic windows from the late 20C (See Site Photos). This structure along with the large extension adjacent and commercial extractor fan from a restaurant erodes the significance of the site, where the appearance of the rear elevation is unsympathetic to the historic character of the building and setting.

### *Significance Immediate Site:*

The setting of the listed building is defined primarily by its close proximity to The Court Hall, the centre of the conservation area of Milton Regis. The view from The Court Hall towards the front elevations of 104a – 100 are of the most significance in terms of the visual retention of the historic architectural character of the area. Nevertheless, the front elevation has been altered, most notably in terms of painted brick finish. The area in front of the house was changed to commercial character, unlike neighbouring properties (100 and 102). The gardens to front and rear will provide an attractive setting for the building and will readily complement the proposed reversal of the use of the property as a private dwelling.

The survival of 18th century elements is of clear significance, with much historic structural timber work remaining exposed throughout the building and roof structure. Two light-curved bay windows on the ground floor and 5 sash windows on the first floor are also an important element of the building's special interest. Unfortunately, however, the rear of this historic building has been enveloped by unsympathetic 20th century addition, windows changed to modern timber (now rotten) alternatives and two derelict sheds in the rear garden. All these changes have had a negative impact on the appreciation of the building's historic character and appearance. These alterations and interventions are of no intrinsic architectural or historic interest.

### *Historic Significance Wider Setting:*

The wider setting around the subject site incorporates a rich historic built environment, where the prevailing historic and architectural character of Milton Regis has been designated as a Conservation Area. The setting holds historical, evidential, communal and aesthetic significance for several reasons:

#### *1. Historic/Communal*

*Medieval Origins:* Milton Regis has ancient roots dating back to medieval times. Its history is intertwined with the development of the medieval market town and its role as a centre for trade and commerce.

*Listed Buildings:* Court Hall is a Grade II Listed Building designated for its special architectural and historic significance within the Conservation Area.

*St. Mary and St. Michael Church:* The parish church, dedicated to St. Mary and St. Michael, is a notable landmark with historical and architectural significance dating to the 12C. The church's structure reflects the changing styles of English architecture over the centuries.

*Market Town Heritage:* Historically, Milton Regis served as a market town, playing a crucial role in the regional economy. Markets were essential for trade, bringing together merchants, farmers, and locals.

#### *2. Architectural Vernacular/Tradition*

The town features a mix of architectural styles, idioms

and Kentish Vernacular including medieval, Tudor, and later periods. This diversity in architecture contributes to the visual appeal of Milton Regis and serves as a testament to its evolving history.

#### *3. Archaeological Importance*

The layers of history in Milton Regis may hold archaeological significance. Excavations and studies could reveal insights into the daily lives of its past inhabitants.

#### *4. Communal Royal Connections*

The "Regis" in Milton Regis refers to its royal connections. The town played a role in royal events and ceremonies, adding a regal dimension to its historical narrative.

In summary, Milton Regis is significant for its medieval origins, architectural heritage, role as a market town, and connections to royal history. Its historical, cultural, and architectural features collectively contribute to its importance as a unique and vibrant part of Kent's heritage.

## 5.4 Analysis of the Proposals

A set of four heritage values (BS:7913) are used to identify and assess the significance for 104 High Street within this document and which might be affected by the proposals. These values are grouped into the following categories:

Red (High), Amber (Medium) and Green (Low) significance.

Impact level	Description of change
Highly favourable	The proposed changes will dramatically improve the overall setting and character of heritage assets. This would result in a positive impact and should be encouraged.
Moderately favourable	The proposed changes will improve the character and setting of the asset and these will aid to generate some coherence and harmony on the existing asset.
Low favour	A change that has a minor degree of improvement to the asset.
Negligible	Very minor degree of change that will not cause significant detriment.
Neutral	No change and no impact
Low in detriment	Minor impact, but some change may be acceptable subject to mitigation or designing out
Moderately detrimental	The changes with likely damage and impact the asset, with regards to features, character and significance. These changes should be avoided, but mitigation is required.
Highly detrimental	The changes will make adverse damage and impact the asset, with regards to features, character and significance and may even be irreversible. These changes should be avoided.

Table 1: Proposal overall impact level

No.	Key Area of Impact	Type of Change	Impact
1.	Basement	Restore lightwell to basement, install mechanical extract to air vent.	Highly favourable. The basement is suffering from damp due to poor ventilation, unblocking the lightwell and instating a mechanical extract will remedy this.
2.	Lobby	Removal of door to facilitate a larger opening.	Moderately favourable. The modern fire door (20c) does not hold any historical value. Its commercial appearance is detrimental to the heritage asset.
3.	Perimeter Walls GF: Rooms 1 & 2, WC, Kitchen/Dining FF: Rooms 3, 4, 5, Ensuite SF: Room 6, Shower & Dressing Room	Internal wood fibre insulation with lime plaster finish to be installed over existing structure.	Highly/Moderately favourable. The correct breathable insulation and lime plaster provides a series of heritage gains in thermal upgrading throughout whilst retaining the character and appearance of the site, particularly the original structure to the front.  The internal insulation to be added to the rear existing structure is of moderately favourable for thermal efficiency. The existing structure to the rear is of 20c construction and holds no significance.  Sundry timber joinery such as architraves will require removal and reinstatement where historic, otherwise modern elements will be removed and replaced. Similarly, window cills may require extension where retained.
4.	Room 1, southeast wall section	Careful removal of a section of wall less than 1m in width, and 2.1m tall, to facilitate a doorway for an ensuite.	Moderately detrimental. The wall in question holds historic significance and forms part of the original 18C structure. The proposed removal represents a small degree of harm that is limited, where the minor harm is outweighed by the clear benefits of the scheme to provide a continued re-use of the heritage asset. The harm is certainly less than substantial, where there is clear public benefits of the scheme to secure the long term protection of the heritage asset and its contribution to the setting. The PPG states that public benefits 'do not always have to be visible or accessible to the public in order to be genuine public benefits. In this case, securing the long-term protection in its new use is of clear public benefit.
5.	Throughout - Marked in red dashed line	Removal of 20/21c fabric including but not limited to partition walls, ceilings etc.	Negligible. The 20/21c partitions throughout the building, in particular the concentration within the rear ground floor holds no historic significance. Their removal neither detracts nor enhances the heritage asset.
6.	First floor stair (door)	Careful removal of first floor doorway providing access to second floor stair.	Negligible. 20c imitation of medieval door made from a low standard timber. The removal of the door allows for a clear escape route in case of fire or emergency, the removal is necessary for safety purposes.
7.	Ensuite (Room 5), northeast wall section	Careful removal of a section of wall less than 1m in width, and 2.1m tall, to facilitate a doorway for an ensuite.	Low in detriment. Area in question of 19/20c construction and as such its significance is low, as such the removal is justified to facilitate access to the ensuite in line with modern living standards. It neither detracts nor enhances the heritage asset in terms of value.

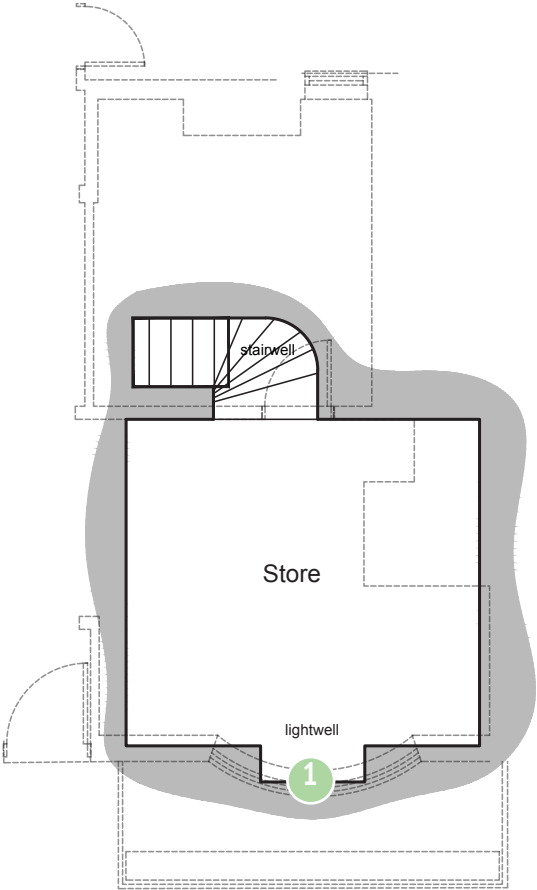
Table 2: Assessment of proposed changes and overall impact

## 5.4 Analysis of the Proposals

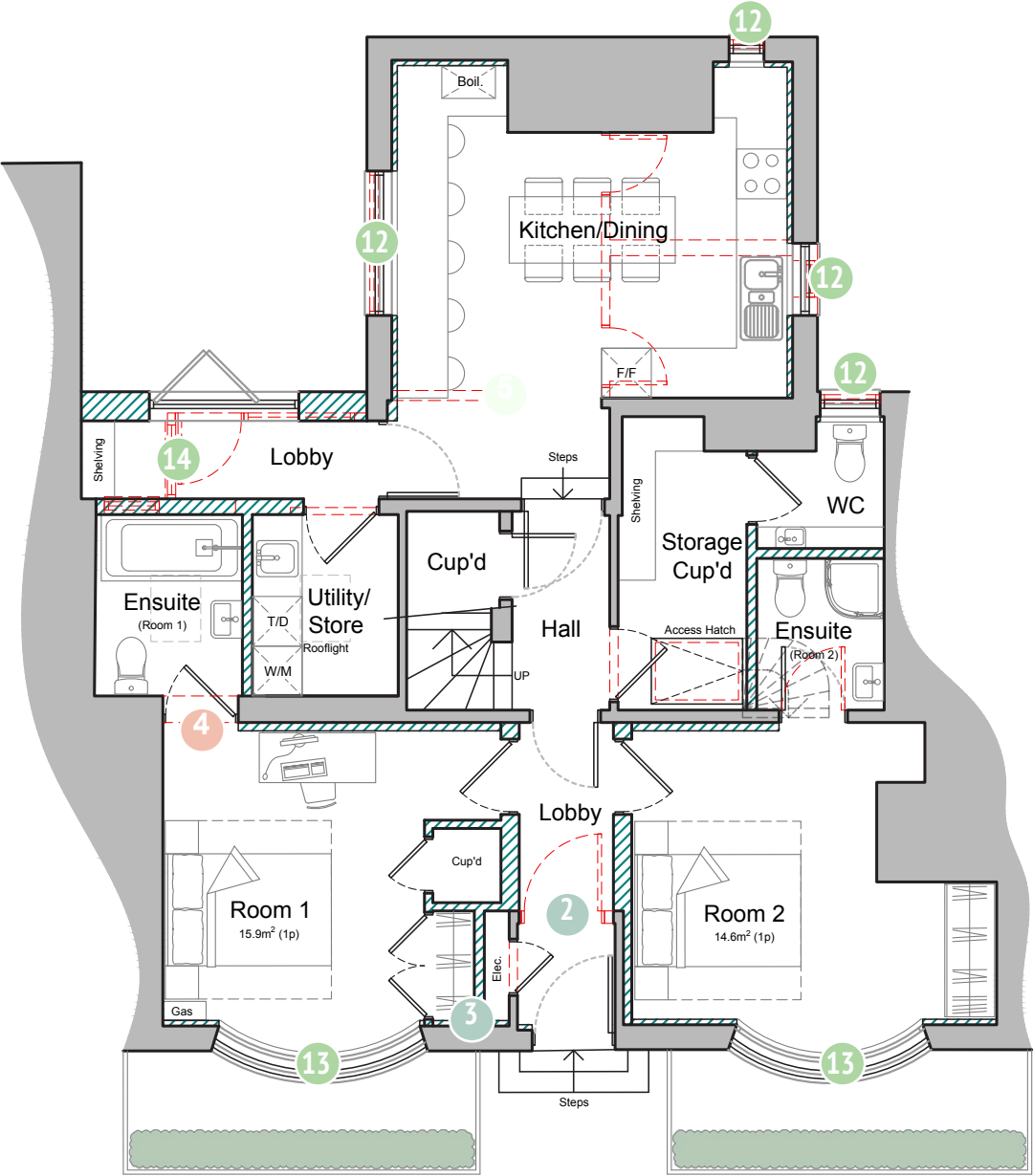
No.	Key Area of Impact	Type of Change	Impact
8.	Ensuite (Room 4), northwest wall section	Careful removal of a section of wall less than 1m in width, and 2.1m tall, to facilitate a doorway for an ensuite.	Low in detriment. Historic readability is retained, the structure is a later infill – the surviving timber is of historic merit and is to be retained where possible. Infill fabric is of later 20c construction, in the absence of evidence for lathe and plaster the historic significance is low. Location of proposed door avoids harm to historic timbers.
9.	Ceilings FF: Room 5 SF: Room 6, Shower & Dressing Room, Landing	Vaulting of ceilings, careful removal of ceiling to allow for mineral wool insulation installation between rafters and woodfibre board insulation below, lime plaster finish. Chance to reveal historic timber (structure & build up permitting).	Moderately favourable. Installation of sympathetic breathable insulation and lime plaster provides a series of heritage gains in terms of thermal upgrading throughout whilst retaining the character and appearance of the property, particularly the original timber structure to the front. All historic timbers to be retained.
10.	Throughout – ceiling and floor acoustic treatment	Introduction of suspended ceiling to ground floor bedrooms, ceiling liner system to first floor bedroom ceilings, acoustic boarding to bedroom floors. Please see Syntegra - Acoustic Report for full details.	Negligible. All historic fabric to be retained, all interventions to be fully reversible. The doors to bedrooms may require some alterations to allow for installation of acoustic board to floors, however, the existing doors are 20/21c and hold no historic significance. Similarly, sundry timber joinery such as architraves and skirting boards will require removal and reinstatement where historic, otherwise modern elements will be removed and replaced. ----- Low in detriment. The only doors of historic significance are those to the second floor. These are to be sensitively altered to allow for installation of acoustic board to floors.
11.	Rear Elevation Windows	Replacement windows.	Highly favourable. It was recognised that on inspection through a site survey the existing windows identified are non-salvageable and that their current material and form diminishes the significance of 104 High Street. The proposed replacement windows have been designed in line with local vernacular known as Georgian style with cross bars appropriate to the design and style of the structure. The proposed windows in material and form are of exceptional quality and use high grade timber in line with local plan policy.  The proposed slimline glazed replacement windows deliver sustainable benefits including improved thermal efficiency in line with building regulations Approved Document Part L. As the existing windows are of no historic significance or architectural merit, we have proposed conservation timber replacements with just slimline double glazing. We agree, that if the windows were of historic merit that the presumption should be in favour of repair/partial replacement as per the Historic England Guidance, however the slimline glazing represents in form a betterment and upgrade over the previous, and thus their replacement reduces and removes the risk to the heritage asset.  Please note as following Historic England's Document 'Traditional Windows, Their Care, Repair and Upgrading' Guidance 5.2 pertaining to the site:  '5.2 Replacing a window of inappropriate pattern or material.  Where a window that diminishes the significance of the building, such as an 'off the peg' timber window of an inappropriate pattern, is to be replaced the new window should be designed to be in keeping with the period and architectural style of the building.  It may be possible to base the design on windows that survive elsewhere in the building, or it may be necessary to look for examples in other buildings of the same period and style close by. The local planning authority may also be able to offer advice. In some cases, this may involve reinstating the structural masonry opening to the correct proportions.  Where the objective is to sustain or enhance the significance of a building by introducing an accurate copy of a historic window which is multi-paned, then single glazing could be required as incorporating double glazing may not be possible due to the size of the glazing bars. Glazing each pane would also reproduce the broken reflections that may be needed.  In such cases, draught-proofing or secondary glazing or other compensatory measures to enhance the energy efficiency in other parts of the building may need to be considered'.
12.	Front Elevation Windows	Repair of windows and installation of secondary glazing.	Highly favourable. The like-for-like repair and installation of secondary glazing to the front windows is proposed in recognition of the historic significance of the existing windows. Their form, fenestration and appearance are of high significance. The current condition of the windows identified is poor, with degraded timber joinery and water ingress, rot, and mould. All repair and where necessary, partial replacement of timber elements is to be like-for-like in terms of joinery detail and form.  The proposed repair has been considered in line with Historic England's Guidance 'Traditional Windows, Their Care, Repair and Upgrading' Guidance 5.2 pertaining to the site.
13.	Ground Floor Rear Extension	Removal of existing 20c flat roof extension, replacement with new single storey monopitch extension	Highly favourable. The existing extension has degraded and is susceptible to water ingress, rot and mould, it is poorly insulated and is a detriment to the heritage asset. The proposed replacement extension is an improvement in terms of its scale, form and design and provides an enhancement over the existing unsympathetic 20c extension. The proposed extension is compliant to local policy in terms of scale, mass and material use.
14.	Roof - Ensuite (Room 4)	Installation of new conservation rooflight	Low in detriment. Historic timbers are to be retained. Conservation rooflight is to be appropriately sized and placed between rafters to ensure removal of historic fabric is kept to a minimum. The new rooflight will aid in bringing natural light (and the opportunity of purge ventilation) to an otherwise window-less internal room.
15.	Throughout – General Repairs	Including removal of modern non-breathable masonry paint to frontage, cement render to rear; roof repairs (including removal of cemented corrugated metal roof portion), rainwater goods replacement/repair.	Highly favourable. The removal and replacement of unsympathetic modern interventions will aid in restoring the breathability of the historic fabric, use of suitable treatments such as lime render will benefit the heritage asset.  The roof is in poor condition in areas and requires full assessment from a specialist. Repair involving replacement of tiles will be with new clay tiles to match existing, replacement new tiles will be well mixed to ensure continuity of overall finish.  Replacement rainwater goods to match existing, consisting of black cast iron rainwater goods.



# 5.4 Analysis of the Proposals

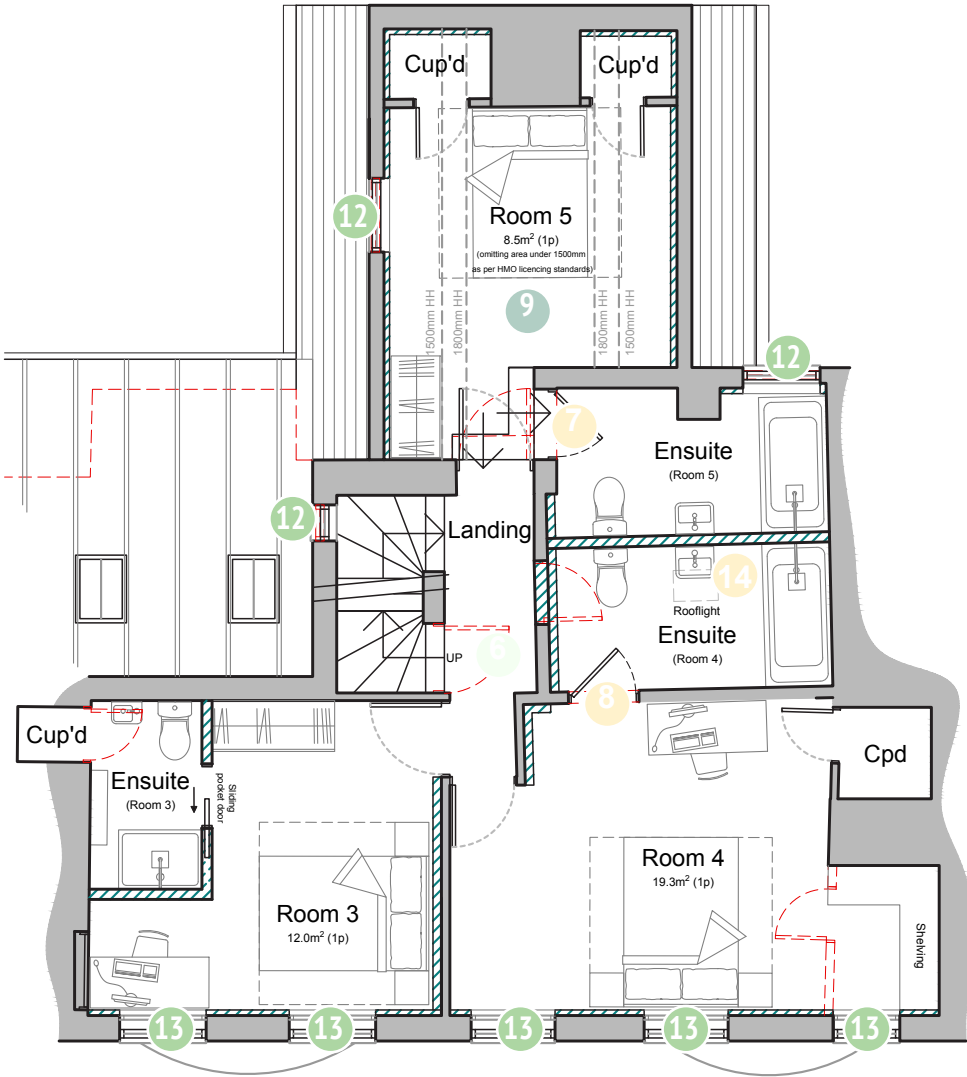


BASEMENT PLAN

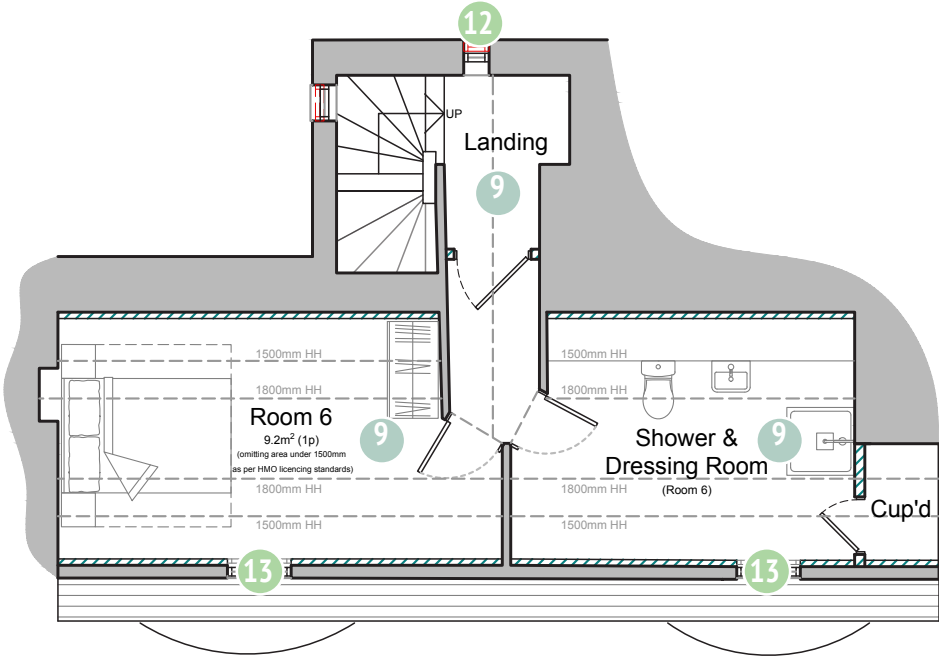


GROUND FLOOR PLAN

# 5.4 Analysis of the Proposals



FIRST FLOOR PLAN



SECOND FLOOR PLAN



## 6.0 Conclusion

This report concludes the scheme positively meets the Swale District Council's Heritage Strategy, and due to the recognised heritage value of 104 High Street in communal and evidential significance, and its contribution to the Milton Regis Conservation Area, it is considered that every effort should be made to sustain the building. This approach may require change through the enhancement of the existing building through to the introduction of a new or additional function.

In this respect, it is considered that the proposed change of use with minor changes to the existing fabric, is in accordance with the existing Core Strategy principle in terms of protection of the historic environment and the requirements of the NPPF to ensure that changes to historic buildings are compatible with their significance. Moreover, the proposed works ensures three clear public benefits:

- Sustaining or enhancing the significance of a heritage asset and the contribution of its setting.
- Delivery of new multiple occupancy safeguarding the immediate use of the heritage asset.
- Securing the optimum viable use of a heritage asset in support of its long-term conservation.

## 7.0 Appendix: Site Photographs



Front elevation



Existing Room 1 bay window to front



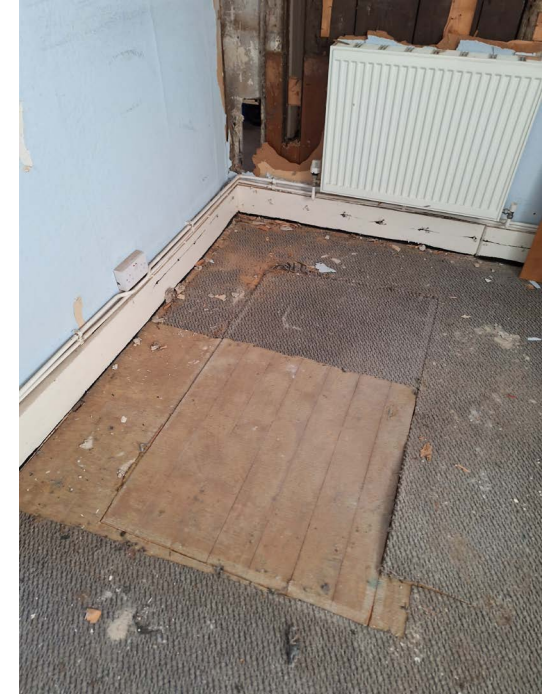
Lobby to front entrance



Existing Room 2 bay window



Existing Room 3 fireplace



Existing Room 3 access hatch to basement





*Existing basement bricked over lightwell*



*View back towards spiral brick stair to basement*



*View along corridor from kitchen to front entrance lobby*



*View of existing kitchen*

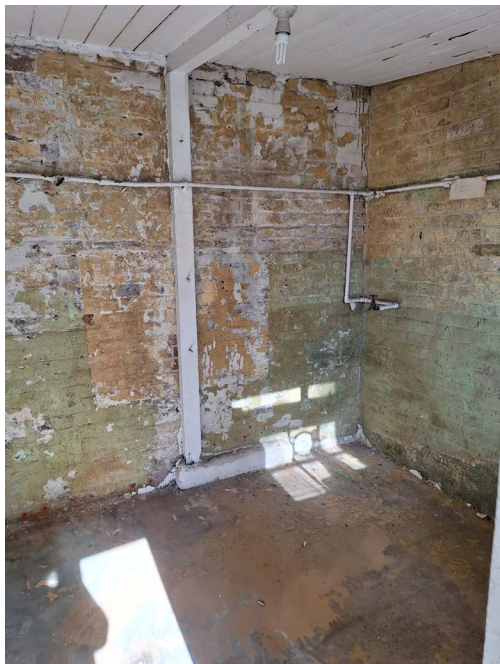


*Existing c20 internal windows and partition wall to kitchen*



*Rear lobby to existing single-storey rear extension*





Existing Room 4 to the single-storey rear extension



Stair to first floor



Existing Room 8



Existing Room 8 steps and view towards first floor landing



View towards existing Room 6 from the first floor landing



Existing Room 6



*Existing Room 5*



*Existing Room 7*



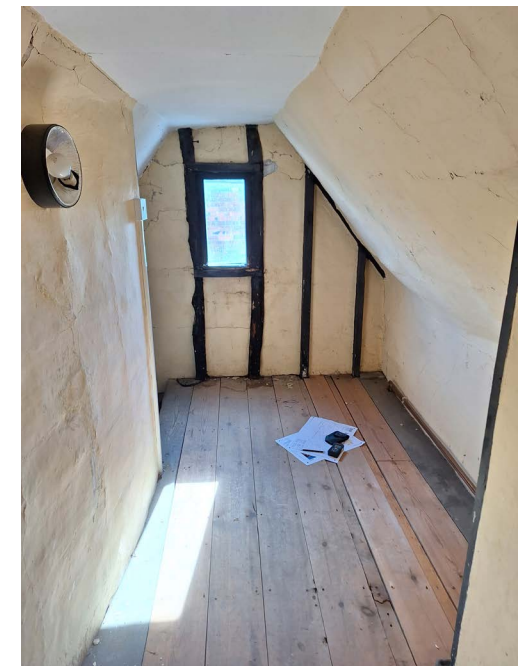
*Water damage to ceiling of Room 7*



*Stair to second floor*



*View of stair from second floor landing*



*Landing to second floor*





View of historic doors to existing Rooms 9 & 10



Existing Room 9



Damage to ceiling on second floor



Existing Room 10



Further damage to ceiling at second floor



Cemented-in metal sheeting to roof (presumably an ad-hock repair to stop leak & further water damage to Room 7)





*View towards dormer window to existing Room 8*



*View back towards rear of property from garden*



*Existing sheds within the garden*



*Additional view of the shed*







T: 01227 649073  
www.jamesclague.co.uk  
E: info@jamesclague.co.uk  
40/41 Castle Row  
Canterbury  
Kent, CT1 2QY

James Clague Architects Ltd. Registered in England No:08664802 Registered  
Address: 27 Camburgh House, New Dover Road, Canterbury, Kent, CT1 3DN