

**Works to Existing shop at 3 High Street, Clare, Suffolk, CO10 8NY  
(formerly known as Hudgies Hardware)**

**Listed Building Consent ref: DC/21/2024/LB**

**Submission of details in respect of Condition 3**

**Condition 3:**

The relevant works shall not take place/no development above ground level shall take place until details in respect of the following have been submitted to and approved in writing by the Local Planning Authority.

- (i) fully detailed specification for any works, including repairs, to the historic fabric of the building
- (ii) fully detailed specification for the noise and fire separation
- (iii) details of any other works proposed to comply with the requirements of the Building Regulations
- (iv) details of the boxing-in of the waste pipe in the area of the shop WC/unit 2 entrance lobby

**Comment:**

Due to the nature of the existing hardware shop all the walls were lined out with established shop fittings and false ceilings had been constructed concealing the majority of the existing structure. As such it was not possible to provide a Specification of Works prior to works commencing as the extent of such works could not be determined.

It was agreed with Conservation Officer, Christine Leveson, that we would provide details of all necessary building repairs during the course of the works and summarise these with a retrospective Listed Building Condition Application upon completion of the works. This document is a summary of the repairs, most of which have been discussed and agreed previously.

## Summary of relevant emails

Email to Christine Leveson 11 Aug 2022

*Good Morning Chris,*

*The Client has completed a strip out of the former hardware shop to remove the shop fittings and linings including the modern plasterboard ceilings to reveal the older fabric of the building. This has exposed a number of issues with the structure including failure of some structural elements and in some instances the subsequent attempted repair methods. I have attached an extract of the Ground Floor survey plan updated with new annotation in red text.*

*The beam arrangement supporting the over the front part of the shop has suffered movement and historic damage resulting in the dipping and uneven floor levels above. The Structural Engineer (Prior Associates) have inspected and will be preparing a report shortly with their recommendations.*

*The plan also indicates the following elements to bring to your attention;*

### **BLUE**

*This timber frame section of wall has moved out of vertical alignment due to rotation and failure of the low level brick plinth wall. This has also caused partial collapse of the brick floor in the Store / Corridor area. There is clear evidence that much of this movement is very recent.*

*Our initial proposal is that the beam, floor and wall structure above is provided with temporary support and the stud wall is clamped between two bolted timber plates. The failed brickwork is to be removed and the wall panel eased back into vertical alignment as far as practicable. The existing plinth wall footing can then be assessed and strengthened as required prior to rebuilding the brickwork. The soleplate will be inspected at the same time prior to removing the clamping plates.*

### **PINK**

*This section of timber frame wall is finished with lath and plaster which has previously been removed at low level to reveal the soleplate. The soleplate has been partially replaced in short sections toward the front of the building, the remaining length, about two thirds, is suffering from decay and requires replacement. The existing repairs are piecemeal and poorly executed so it will be prudent to replace the entire length. The studwork comprising sawn section timber can be repaired at low level without raising the soleplate if any decay is encountered in the base of the studs.*

### **GREEN**

*The roof structure to this area is in a poor structural condition. It has a duo pitched vaulted ceiling internally but externally the roof has been extended up as a lean-to structure to meet the neighbouring Party Wall. The external wall (pink) has been pushed out of vertical alignment at the eaves due to the spread of the vaulted roof, steel tie rods have been inserted previously but these are not anchored to the party wall and as such are having limited effect. The entire roof structure appears to be insubstantial and the Structural Engineer will be reporting in due course.*

*In order to progress a repair solution for the roof it will be necessary to remove the existing lath and plaster ceiling to the roof slopes to fully reveal the structure. This ceiling finish is currently in a poor state of repair and of limited historic value so we seek your approval to remove it entirely.*

### **PURPLE**

*This section of wall/pier comprises a wide sawn softwood vertical plate infilled behind*

*wind with random/rubble brickwork up the face of an existing timber frame post. This would appear to be of limited historic value and as such we request you approval to remove this so we can fully assess the existing (reduced) beam bearing onto the post.*

*It is the intention to provide you with a Schedule of Works for the project as required by the LB Conditions but in the first instance I trust it is acceptable to provide the initial information on an ad hoc basis relating the the essential and immediate repair works?*

*On a more positive note the ceiling removal above the shop area has revealed a series of regularly spaced canted battens fixed to the underside of the original lath and plaster ceiling which are spiked with numerous handmade iron hanging hooks. There are also examples of the historic signage for the hardware shop all of which can be recorded and preserved in situ within the void to be created by the new acoustic ceiling.*

*I would be happy to meet you on site to review and discuss any of the foregoing. If you prefer I can take photos of the various elements listed above and forward these to you.*

*Kind Regards,  
Trevor*

Attachments: see Appendix A

Email to Christine Leveson 12 Aug 2022

Hi Chris,

Further to my last email, I'm writing to advise that removal of the existing timber floor to the shop area, as approximately indicated on the updated survey plan, is required to be due to it's unsuitable condition. The floor comprises narrow softwood floor boards circa early C20th fixed to softwood joists/battens which appear to laid directly onto a fill material, with the boards in some places, directly in contact with the fill. There may be some sleeper walls but would appear to have been filled between. There is no means of effective sub-floor ventilation. Many of the board having been forever exposed, are well worn and have suffered loss of section.

The shop is to be fitted out as a Book Shop and as such the existing floors are completely insufficient to support the new loads imposed by continuous runs of book shelving. We are also aware that the basement area to the adjacent Half Moon House runs up to the party wall line so the new floor design will also need to take this into account, details of which will be issued in due course.

We trust it is acceptable for the Client to proceed on this basis.

Kind Regards,

Trevor

Attachments: see Appendix B

Email from Christine Leveson 12 Aug 2022

*Dear Trevor*

*Thank you for your message regarding the floor of 3 High Street.  
As the floor is not of any historic interest, I confirm that it can be removed as required.  
Best wishes*

*Chris*

Email to Christine Leveson 23 Aug 2022

*Morning Christine,*

*Thank you for your response, the floor has been removed and evidence found that this was originally laid after a Well capping in 1952. I attach a photo of notes found in a bottle below the floor for your records.*

*The post bases to the main timber frame have now been exposed and there are some concerns with regards to the condition and adequacy of support of two of the posts to the front elevation. We have convened a further meeting with the Structural Engineer for 2 p.m. tomorrow, in the unlikely event you are free you are more than welcome to join us, but I will keep you informed in any event.*

*Kind Regards,  
Trevor*

Attachments: see Appendix C

Email + photos from Applicant to Christine Leveson 23 Aug 2022

*Good morning, Chris.*

*Further to Trevor's note below and appreciating that you are very busy. Might I draw your attention to the paragraph headed (and marked up on the plan) GREEN, as this one is an urgent point that has safety implications as well as providing the ability for us to access other structural elements that are believed to be deficient.*

*I attach some photographs of the area in question for your reference and look forward to your earliest possible reply.*

*Warm regards, Frank*

Attachments: see Appendix D

Email from Christine Leveson to Applicant 24 Aug 2022

Hi Trevor

Thank you for your email and the layout plan which was very useful.

I've added answers to the various items below. I'm away next week so if you could send photos of what you find when you open up the structure that would be great. I could pencil in a visit on Thursday 8 September if there is anything which would benefit from a discussion on site.

Best wishes

Chris

The Client has completed a strip out of the former hardware shop to remove the shop fittings and linings including the modern plasterboard ceilings to reveal the older fabric of the building. This has exposed a number of issues with the structure including failure of some structural elements and in some instances the subsequent attempted repair methods. I have attached an extract of the Ground Floor survey plan updated with new annotation in red text.

The beam arrangement supporting the over the front part of the shop has suffered movement and historic damage resulting in the dipping and uneven floor levels above. The Structural Engineer (Prior Associates) have inspected and will be preparing a report shortly with their recommendations. *Noted*

The plan also indicates the following elements to bring to your attention;

#### BLUE

This timber frame section of wall has moved out of vertical alignment due to rotation and failure of the low level brick plinth wall. This has also caused partial collapse of the brick floor in the Store/Corridor area. There is clear evidence that much of this movement is very recent.

Our initial proposal is that the beam, floor and wall structure above is provided with temporary support and the stud wall is clamped between two bolted timber plates. The failed brickwork is to be removed and the wall panel eased back into vertical alignment as far as practicable. The existing plinth wall footing can then be assessed and strengthened as required prior to rebuilding the brickwork. The soleplate will be inspected at the same time prior to removing the clamping plates. *Noted*

#### PINK

This section of timber frame wall is finished with lath and plaster which has previously been removed at low level to reveal the soleplate.

The soleplate has been partially replaced in short sections toward the front of the building, the remaining length, about two thirds, is suffering from decay and requires replacement. The existing repairs are piecemeal and poorly executed so it will be prudent to replace the entire length. The studwork comprising sawn section timber can be repaired at low level without raising the soleplate if any decay is encountered in the base of the studs. *Agreed*

#### GREEN

The roof structure to this area is in a poor structural condition. It has a duo pitched vaulted ceiling internally but externally the roof has been extended up as a lean-to structure to meet the neighbouring Party Wall. The external wall (pink) has been pushed out of vertical alignment at the eaves due to the spread of the vaulted roof, steel tie rods have been inserted previously but these are not anchored to the party wall and as such are having limited effect. The entire roof structure appears to be insubstantial and the Structural Engineer will be reporting in due course.

In order to progress a repair solution for the roof it will be necessary to remove the existing lath and plaster ceiling to the roof slopes to fully reveal the structure. This ceiling finish is currently in a poor state of repair and of limited historic value so we seek your approval to remove it entirely. *Agreed*

#### PURPLE

This section of wall/pier comprises a wide sawn softwood vertical plate infilled behind with random/rubble brickwork up the face of an existing timber frame post. This would appear to be of limited historic value and as such we request your approval to remove this so we can fully assess the existing (reduced) beam bearing onto the post.

*Agreed*

It is the intention to provide you with a Schedule of Works for the project as required by the LB Conditions but in the first instance I trust it is acceptable to provide the initial information on an ad hoc basis relating to the essential and immediate repair works? *Yes, this approach is acceptable*

On a more positive note the ceiling removal above the shop area has revealed a series of regularly spaced canted battens fixed to the underside of the original lath and plaster ceiling which are spiked with numerous handmade iron hanging hooks. There are also examples of the historic signage for the hardware shop all of which can be recorded and preserved in situ within the void to be created by the new acoustic ceiling. *Please could you take a photographic record of the ceiling, metal work and signage before it is covered up? Thank you.*

Email to Christine Leveson 25 Aug 2022

*Hi Chris,*

*Many thanks for your response. I am pleased to attach a photographic record as at 24th August 2022 for your records.*

*An updated Listed Building Liaison Plan is also attached. The Structural Engineers will also be preparing an assessment that will be forwarded in due course.*

*You will see that the original roof structure to the rear projection is in a fairly precarious condition and this has been further overlaid with new rafters to provide a level roof plane. We are seeking a solution that will strengthen the structure from the underside and address the various structural issues while maintaining independence from the party wall.*

*With regards to a site meeting, could we have your next available date after the 8th Sept, as the Client has an Acoustic Survey booked in for that day.*

*In the meantime we will issue the initial repair proposals for you approval.*

*Kind Regards,*

*Trevor*

Attachments: see Appendix E

Email with attachments to Christine Leveson 3 Oct 2022

*Hi Chris,*

*I am pleased to attached for your attention the draft Working Drawing together with the Structural Engineer's details.*

*The rear roof section is fully exposed and it is clear that the original roof framing has no structural integrity at all. The more recent addition of new rafters fixed over to take the slate roof finish are in a far more reasonable condition although the timbers are over spanned for their size. The design solution indicated is to remove the older structure and re support the upper roof on new steel purlins supported on 3 no. light steelwork frames reflecting the monopitch roof profile.*

*The frames will be free standing and set in from the existing external and Party walls on independent concrete pad footings. The steel work will be concealed within the new internal lining walls which will again be independent of the existing walls. There will no longer be any lateral forces on the external wall which has previously created a lean in the top of the wall, however the joint between the rafters and the wall plate will be reinforced with additional fixings to ensure it is adequately tied back to the new structure.*

*We trust these proposals are acceptable and will continue to provide additional detail as soon as it is available.*

*Kind Regards,*

*Trevor*

Attachments: see Appendix F

Email with attachments to Christine Leveson 13 Oct 2022

*Hi Christine,*

*The Client has asked to contact you in respect of the shop entrance doors and shop frontage.*

*As you may recall it is the intention to lower the shop floor level to remove the internal ramps/changes in level from front to back, which in turn requires the removal of the raised entrance door threshold. We spoke on site about adding sections and weather boards to the base of each door leaf. The access to the shop is now being considered in more detail and it is clear a single leaf of the narrow double doors has an insufficient clear opening gap to facilitate wheelchairs and buggies. The first thought was to secure the two door leaves together to act as one opening door but this would create a single door exceeding 1350mm in width which would be completely impractical.*

*The Client is therefore seeking to replace the existing pair of doors with a single narrower door set in a sub frame that is housed into to the existing fluted door frame. The door would be 1.05m wide and designed to replicate some of existing door detailing. The existing glazed fanlight and door frame would all be retained.*

*In addition the Client also wishes to discuss the current shop signage which currently spans the existing shop front as well as the width of the adjacent dwelling, and the retractable canopy extends to the width of the dwelling entrance. The proposal is to reduce the shop signage width such that it only relates to the width of the shop and creates a perceptible break between the shop and the house.*

*The wish is also to replace the redundant canopy with one that again is limited to the width of the shopfront and Client's eventual ownership. The current mechanism relies on heavy steel hinged brackets mounted on the house door frame that will no longer be in the Client's ownership when the house is sold.*

*I appreciate there are a number of Listed Building and Planning issues here to unpick but I would be pleased to receive your initial thoughts so we can advise the Client accordingly. I have attached some photos of the existing frontage details to assist.*

*With regards to the internal repair works these are progressing steadily, a few minor issues have arisen as the structure is exposed but I will email you separately on this.*

*Kind Regards,  
Trevor*

Attachments: see Appendix G

Email with attachments to Christine Leveson 14 Oct 2022

*Hi Chris,*

*The new steel support post replacing the cast iron column is to be taken down through the Cellar to bear onto a new pad foundation, unfortunately the position clashes with the end of a ground floor joist over the cellar. I have attached a photograph showing the situation and a proposal to cut and re support the existing joist end.*

*I trust this is acceptable but should you require any further information please contact me.*

*Kind Regards,  
Trevor*

Attachments: see Appendix H

Email from Christine Leveson 9 Nov 2022

*Hi Trevor*

*Thank you for your message regarding possible alterations to the shopfront at 3 High Street and I'm very sorry for the delay in replying.*

*The list description for the property is scant, but does refer to the shopfront as being of the 19<sup>th</sup> century. This is borne out by the evidence uncovered on site. The blind box and canopy, on first sight, appeared to be a historic feature of the shopfront, although not mentioned in the list entry. Having looked at it more closely, however, it appeared to be a later addition as they are usually integrated within the fascia, below the cornice surround. It also struck me as odd that, if was original, why it didn't span the full length of the fascia to match the signage, as the shop and house were in the same ownership and occupation. I therefore looked into it further and found the image below, dated as early 20<sup>th</sup> century (the image is a snip from the original found the website linked below it). This clearly shows the absence of the blind box confirming it to be a later addition. Its modification or replacement could therefore be justified on that basis. The new canopy should reflect the traditional style and detailing to ensure it is appropriate to the shopfront and the conservation area.*

*It is probable that the doors are contemporary with the rest of the shopfront but have undergone alteration in the past with the addition of the framed glazing and introduction of various handles and locks. I would also expect the bottom rail to be equal in depth to, or deeper than, the midrail, so this also looks to have been altered in the past, possibly with the raising of the internal floor level. I appreciate the difficulty of access for wheelchairs, pushchairs etc with the individual leaves being too small but when combined being too large and heavy. The replacement of the existing doors with a single door of a more standard width, but which incorporates the traditional detailing such as the gunstock stiles, could be justified on the basis of improving access for all with little harm to the significance of the building due to the alterations to the doors which have already compromised their integrity.*

*The proposed alterations would require Listed Building Consent. It is possible that Planning Permission and/or Advertisement Consent might also be required for the fascia and canopy proposals but I can seek advice from my planning colleagues once you have details of these elements.*

*Best wishes*

*Chris*

Email with attachments to Christine Leveson 9 Dec 2022

*Hi Chris,*

*The replacement front door proposals from the Client's joiner are attached for your consideration. I also attach Existing Survey and Proposed Elevations to show the door in context.*

*The proposal for the shop signage is to retain the existing fascia construction but reduce the signage element to relate to the shop premises to create a clear distinction with the adjacent dwelling house. This will be further enhanced with a change of colour between the two premises.*

*The original historic shop front lettering is to be carefully removed and redisplayed in the new book shop.*



*The existing pull down canopy and support brackets are to be removed and replaced with a new canopy. The replacement canopy proposal will be the subject of a separate Listed Building Application when a suitable product has been sourced by the Client.*

*I would welcome your feedback on these proposals prior to submitting an application and confirmation whether the joinery details attached are sufficient as we would like to avoid a Condition if at all possible.*

*Kind Regards,  
Trevor*

Attachments: see Appendix I

Email with attachments to Christine Leveson 15 Dec 2022

*Hi Chris,*

*The replacement front door proposals from the Client's joiner are attached for your consideration. I also attach Existing Survey and Proposed Elevations to show the door in context.*

*The proposal for the shop signage is to retain the existing fascia construction but reduce the signage element to relate to the shop premises to create a clear distinction with the adjacent dwelling house. This will be further enhanced with a change of colour between the two premises.*

*The original historic shop front lettering is to be carefully removed and redisplayed in the new book shop.*

*The existing pull down canopy and support brackets are to be removed and replaced with a new canopy. The replacement canopy proposal will be the subject of a separate Listed Building Application when a suitable product has been sourced by the Client.*

*I would welcome your feedback on these proposals prior to submitting an application and confirmation whether the joinery details attached are sufficient as we would like to avoid a Condition if at all possible.*

*Kind Regards,  
Trevor*

Attachments: see Appendix J

Email with attachments to Christine Leveson 25 Jan 2023

*Hi Chris,*

*The joinery details for the replacement door and window to the rear courtyard are being prepared for approval. In trying to establish the existing structural opening it has become clear that the lintel and structure immediately above the opening is in a very poor condition with elements of the structure suffering from wet rot.*

*It would seem that the configuration of the lean-to roof together with the service pipe penetrations has allowed water into the fabric over a considerable period of time. I have attached some photos of the area one of which shows the limited opening up internally but it is difficult to convey the extent of the problem. The timber shown is very damp and offers little resistance to a blade.*

*It is proposed to remove all the affected timbers (which appears to be a hotch potch of softwood plates) and provide a new oak lintel bearing onto the jamb studs. The studs above will be repaired as required and the wall re plastered externally to match the existing materials. The soil pipe is now to be rerouted within the new WC to avoid a re occurrence of the problem.*

*The exact purpose of the metal corner 'stay' is unknown but it is likely this will also be removed and the adjacent wall made good.*

*I trust this approach meets with your approval but should you wish to inspect on site please let me know.*

*Kind Regards,  
Trevor*

Attachments: see Appendix K

Email from Christine Leveson 25 Jan 2022

*Hi Trevor*

*Thank you for your message and the photos of the rear door area.*

*I agree with your proposed approach to the repairs which are clearly required and which would not affect significant historic fabric.*

*Best wishes*

*Chris*

## **Schedule of Works to repair and refurbish existing shop**

Refer to Working Drawing 21029-05B for details of:

1. New partitions to create rear lobby.
2. New footing to collapsing internal wall
3. New acoustic and firelining to existing wall between shop and existing dwelling
4. New steel frame and foundation to support existing rear lean-to roof.

Additional works not prescribed in drawing 21029-05B:

- a) Replacement of decayed and non-continuous soleplates to rear section of building (shaded pink on plan) with treated timber softwood sections to match existing construction.
- b) Replacement of Post F with new oak post. The original post was no longer in existence with a partial section clamped and bolted between two wide softwood plates. The support to the main beam above was tenuous contributing to the severe deflection in the floor structure.
- c) New concrete pad footings and brick supports to front elevation posts A & D. While the posts had structural integrity the supports had rolled/decayed, reducing the support to the first floor structure and external wall.
- d) A new step created on the line of the previous sloped section of floor in the rear lobby. This location corresponds with the vaulted brick arch to the cellar below. The step was formed using a fire board fire stop and the remaining partial section of Post F used as a threshold step to preserve the original material within the building.
- e) All new studwork lining walls constructed independently from existing historic walls to support all new shop fittings. Existing walls, including pargetted lime plaster all remain intact.
- f) Provision of replacement suspended batten and plasterboard ceiling with fixings into existing joists. All existing beams, hooks, signage and general plaster & lath ceiling remain intact.
- g) Removal of existing decayed and leaking external cast iron soil pipe and branch pipes and replacement with single new internal pipe arrangement. Waste pipe connections from new WC and washbasin to be stack pipe.

## **Structural Engineer's supporting information prepared by Prior Associates**

- i) Structural calculations page 01 to 23
- ii) Steelwork design drawing