

Combined Design and Access Statement and Heritage Impact Assessment

Residence: 22 Ellis Street, Boxford, Sudbury, Suffolk CO105HP

Date: February 2024

Works: Replacement of Sitting Room Window

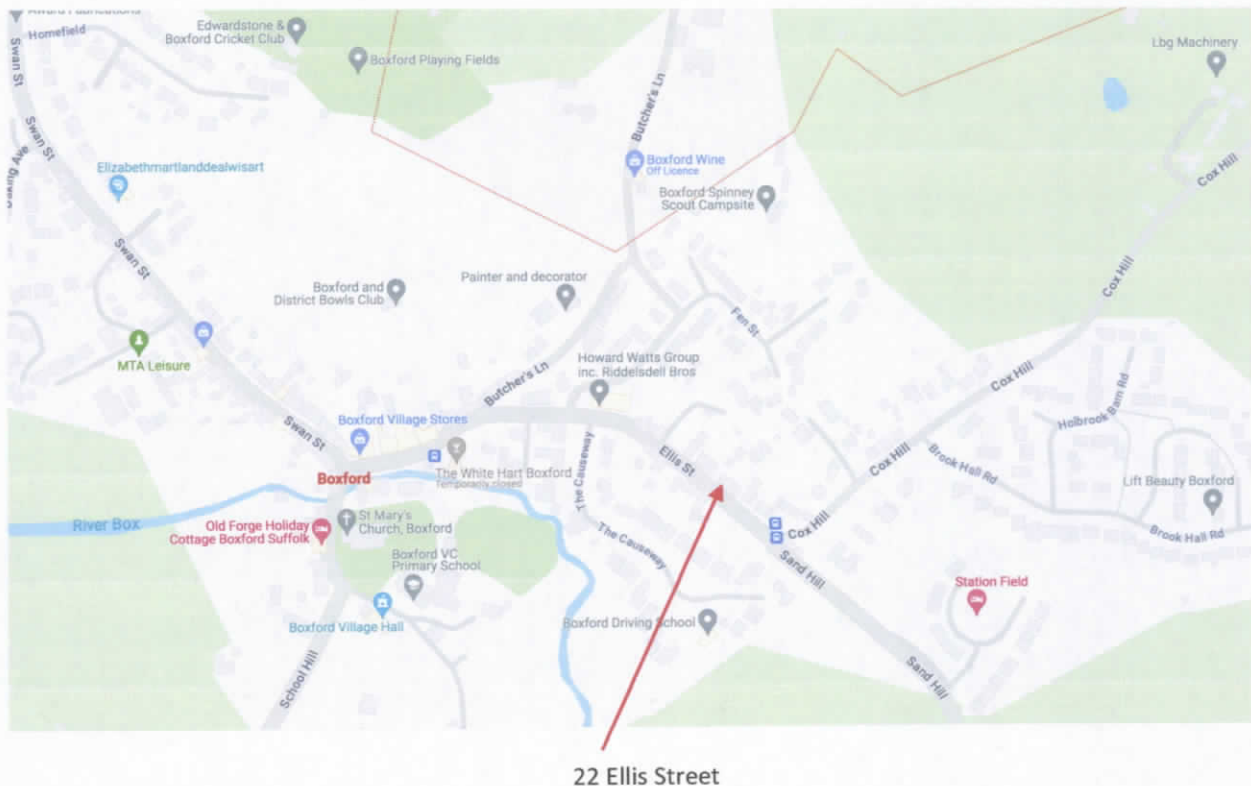


INTRODUCTION

This statement accompanies an application for Listed Building consent for the replacement of the Sitting Room window (the lower left hand window shown in the photograph). An application for Listed Building consent was advised by Babergh and Mid Suffolk Council, outlined in the consultation details below.

Existing Site

22 Ellis Street is within the Boxford Conservation area. Ellis Street commences from Broad Street and at the junction of Cox Hill it leads to Sand Hill. Please refer to the map below where 22 Ellis Street is marked:



Consultation

In September 2021 details (including photographs) of the window were forwarded to Katherine Pannifer, Heritage and Design Officer at Babergh and Mid Suffolk District Council. The initial response was:

From: Josie Kett – Customer Service team

Hi Allan,

Our Heritage Officer gave the following advise -

'If initially it is just repairs by splicing in matching seasoned timber as required, retouching seals with traditional linseed oil putty and repainting in the same colour then this would be acceptable as repairs and would not require listed building consent.

However, if he is looking to replace the historic glass then at that point he would need Listed Building Consent as it goes beyond the realm of repairs. A good alternative could be repairing the window as is and considering installing secondary glazing, which does not require Listed Building Consent.

Listed Building Consents are subject to the standard 6-8 week processing time, and in all honesty with current workloads I would expect this to be closer to 8.'

In case you do need it, I have attached the listed building consent application form which can be returned to toplanningvalidation@baberghmidsuffolk.gov.uk

Kind regards,

Josie Kett

Once this had been received more detailed examination was undertaken where architraving was removed (that had been put there to cover rotten timber). The condition was found to be significantly worse than expected, with very little original timber in sound condition. More details were sent with additional photographs and the following e-mail reply was received from Katherine Pannifer on 22nd September 2021:

Good Afternoon Mr Murray,

Thank you for your below email and photographs showing the condition of the window.

Considering the extensive nature of repairs required, or indeed its complete replacement, I believe it would be prudent to request a formal Listed Building Consent application in this instance.

I would suggest asking your joiner to put together an assessment of the condition of the window and present as well as a step by step list of the likely repairs which would be required. This will help clarify either the nature of the repairs or give good justification for the replacement of the window.

Listed Building Consent is an application without fee, and can be applied for in three ways -

1. Online via the Planning Portal – <https://1app.planningportal.co.uk/Form/StartPlanningApplication>

Once you have entered your proposal description and address on the first page, you will need to select from a drop-down menu on the second page. Listed Building Consent is near the bottom of the drop down, under 'Other Consents'.

2. By downloading a PDF form and emailing the completed form and all supporting evidence to – planningvalidation@babberghmidsuffolk.gov.uk

PDF Forms can be downloaded via - <https://1app.planningportal.co.uk/YourLPA/DownloadofflineForms>

Enter your address on the first page, and then select 'Listed Building Consent' from a drop-down menu on the second page. Listed Building Consent is near the bottom of the drop down, under 'Other Consents'.

3. Or by downloading a PDF form (see above) and posting the completed form and all supporting evidence to –

Planning Department
Babergh and Mid Suffolk District Councils
Endeavour House, 8 Russell Road
Ipswich, IP1 2BX

For a Listed Building consent application, you will at minimum require –

A red line site plan

Proposed and existing elevation drawings and / or annotated photographs detailing the areas affected

A schedule of works

A heritage statement and design & access statement (these can be combined, please see attached guidance for help)

For more information on the above, please consult our local validation list

- <https://www.babergh.gov.uk/planning/development-management/apply-for-planning-permission/national-and-local-validation-requirements/>

Kind regards,

Katherine Pannifer

Heritage and Design Officer

Babergh and Mid Suffolk District Councils - Working Together

Consequently a Listed Building application is being made to replace the window.

About 22 Ellis Street

Description of Building

22 Ellis Street is a semi-detached (part of three cottages 22,24 & 26) assumed 17th Century timber-framed dwelling, plastered, with peg-tiled roof and a bay-window. On the rear there is a modern double gable extension and conservatory built in the last 20 years.

The Listed Building Entry Number is 1193677, the Heritage Category is a Grade II Listed Building and covers 22, 24 and 26, ELLIS Street.

Details: BOXFORD ELLIS STREET 1. 5377 (north side) Nos 22, 24 and 26 TL 9640 60/111 II GV 2. A range of timber-framed and plastered cottages probably of C17 origin but considerably altered in the C18 and later. Two storeys. Six window range of casements. No 22 has one small C19 square bay. Roofs tiled, with one gabled dormer to No 26 and a central ridge chimney stack to the south-east block.

Listing NGR: TL9653740541

Site Photographs:

22 Ellis Street:



22 Ellis Street looking from the North-West:



22 Ellis Street looking from the South-East:



1. Special architectural or historic interest of the building

(i) Analysis of building's special interest

Planning policy seeks to enhance or preserve the character or appearance of a Conservation Area and preserve and enhance Listed Buildings. The property which this application concerns is a Listed Building, and is amongst other listed buildings of a similar age on Ellis Street.

(ii) Sequence of historic evolution

The original building of the cottage is assumed to be the 17th Century (refer to the Listing). The front façade looks original with evidence of substantial movement of the timber frame. The top two windows and the sitting-room window are clearly old in age (presumed pre 19th Century). In the 19th Century a bay window has been added (the house was used as a shop), the window in the bay has been renewed recently presumably in the last 30 years. The rear of the building has had substantial development with the addition of two gables and a rear wall. In addition, there has been an erection of a single-story rear conservatory and erection of a detached single garage (Application no. B/06/01506 4th September 2006 – although no details retained). All this rear development has been carried-out in the last twenty years.

2. Setting

22 Ellis street has a mix of modern and grade II listed buildings nearby.

The grade II listed buildings are as follows: 22 Ellis Street is part of three cottages covered within the same grade II listing (22, 24 & 26), opposite is Greenbank (C16-17), two houses down on the same side is 16 & 18 (C15-16), and two houses down on the opposite side is Riverhall (C16-17).

Both 20 Ellis Street (next door) and Tandarra (one house down opposite) are modern brick built houses.

3. Fabric

As described by the evolution of the building the front of the office retains many original features, however the rear is completely new. The front façade, with the exception of the 19th Century bay window, is predominantly original.

Survey of Sitting Room Window

The sitting-room window has been examined by CHC Carpentry & Property Maintenance (please refer to report), and their conclusion was "one of the major issues is that once the rot has been completely removed there needs to be ample solid timber for me to attach and repair on to. On close inspection this window and it's sashes are beyond repair..... I recommend complete renewal as there has been far too much neglect over the year's and it has taken its toll".

More specifically the items needing replacing are all four sashes, the cill, the lower part of the frame and significant parts of the remaining frame. I estimate that 70% of the window requires renewal, very limited original woodwork is solid without any signs of rot. In the past someone has attached some architrave to cover-up the rotten timber as well as wood filler, the following photos show what the condition of the window is when this was removed:

Whole window:



Detailed Pictures:

Horizontal mullion:



Lower part of window:



4. The Proposal

The proposal seeks to replace the existing window with a direct copy new timber window.

(i) Design Principle

The aim is to replace the window with a direct copy of the existing window. This will be made with hardwood, all dimensions will be identical to the existing window including the size of the glazing bars. The sashes will be opening and it will be finished in white paint to match the other windows on the front façade. New glass will be used.

(ii) Visual Impact of the Proposal

The aim of the replacement window will be to maintain the character of the heritage asset, with no impact to the front façade. A direct copy should be indistinguishable from the original window.

(iii) Neighbourhood Impact of the Proposal

As a window direct replacement, the aim is to have no impact to other designated Heritage Assets in the neighbourhood and therefore the Conservation area.

5. Justification

Given the poor maintenance of the window in the past there is too little original material to restore the existing window. Replacing in full is now the only option and will ensure the heritage asset is maintained. As mentioned above the bay window has already been replaced in full.

6. Mitigation

The aim is to ensure that impact to the heritage asset is kept to the minimum by installing a window that is a copy of the existing window.

7. Design and Access

Whilst the work is being carried-out a small section of the pavement will be out of use, however, there is sufficient room on the pavement for pedestrians to walk around any contractors. Any advice received from the Access Officer will be carefully considered.

8. Schedule of Works

- (i) Remove and dispose of existing window
- (ii) Supply and fit a new replacement window, ensuring internal features are retained.
- (iii) Repair any plaster damaged by the window fitting, and re-paint to match existing.
- (iv) Decorate the window with appropriate primer and finish in white paint to match other windows on the front façade.