



t · o · h · o · a

**DESIGN AND ACCESS STATEMENT
INCLUDING
HERITAGE STATEMENT**

r

c

FOR

ALTERATIONS

h

TO

THE HOXNE POST OFFICE

i

TO

LOW STREET

t

HOXNE

EYE

e

SUFFOLK

IP21 5AR

c

**SPO-DESIGN AND ACCESS
APRIL 2024**

t

REV 0

t · r · a · c · i · n · g · h · o · u · s · e a · r · c · h · i · t · e · c · t · s

2 Rose Cottage, North Green Road, Pulham St Mary Norfolk IP21 4XX Tel:01379 668894 M:07799112008

s

1. INTRODUCTION

This statement is in support of the Listed Building application for the Internal Alterations to the Post Office, Low Street, Hoxne.

The Post Office and Shop is currently going through a Grant application by the village to purchase the property and use it as a community asset. A full statement from the Community has been included in this document in appendix D.

The building itself is Grade II listed and is in the village Settlement boundary and conservation area of Hoxne. The formal listing is included as appendix A of this document.

The existing Post office, shop and residential accommodation for the current owners area all currently within the same unit with no physical separation or barrier between the two uses. The work forming part of this application is purely the internal alterations necessary to separate the commercial shop and Post office to enable the existing residential accommodation to become independently accessible and separate from the current commercial areas.



Fig - Street View of Post Office and campaign banner

2. AMOUNT

The application site of 0.129 ha, comprises an enclosed rectangular plot of land to the South Eastern End of Low Street. The Post office and shop fronts low road itself with a long garden to the rear.

The Property has a Vehicular side access to the North that provides access to the residential areas via the existing driveway. The Ground floor accommodates the shop and Post office and old tea room kitchen and café area (now closed), with a total of approximately 140sqm. A central Stairs leads to the First floor residential areas of around 100sqm. The proposals would separate the commercial areas of around 110sqm and the old tea room kitchens and conservatory (around 25sqm) on the ground floor would facilitate the new independent residential access.

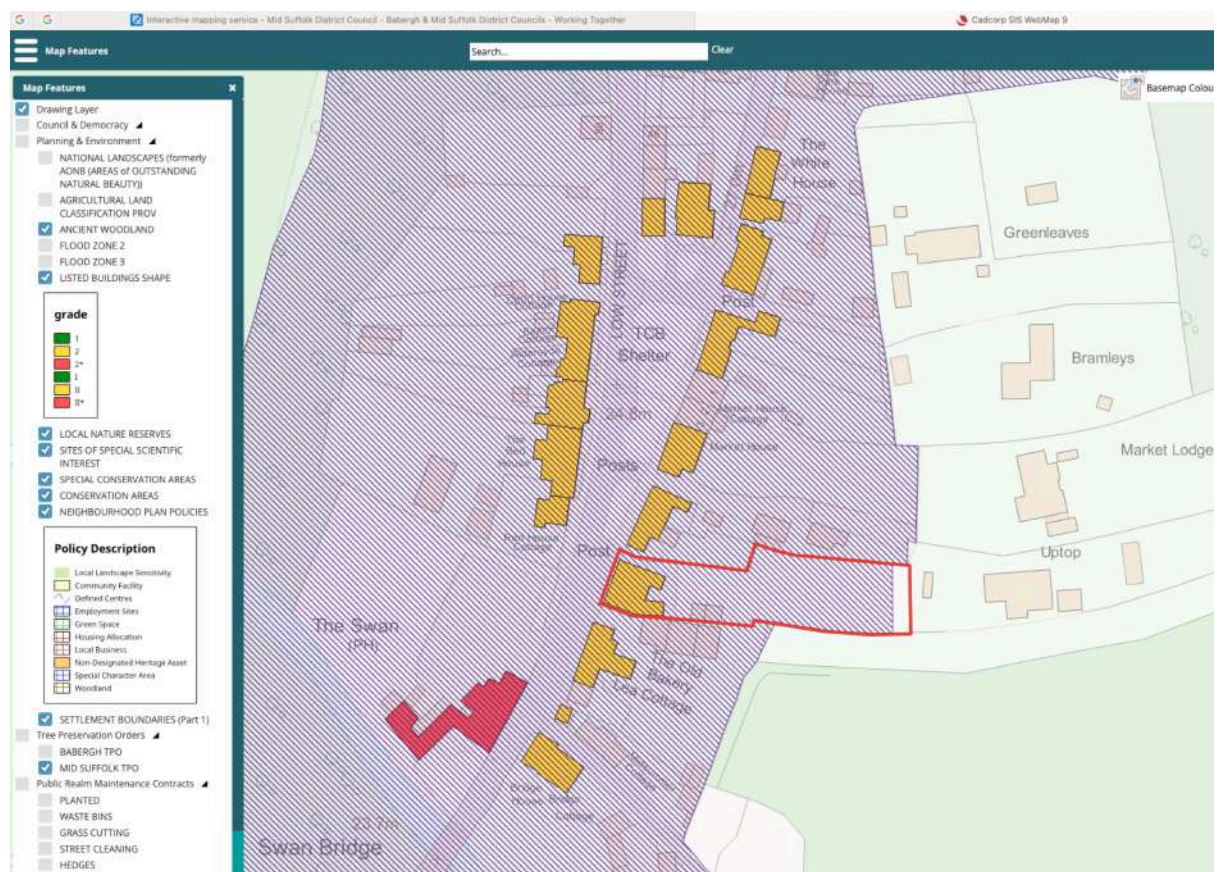


Fig - Extract from the Local Plan interactive map illustrating the conservation area and surrounding Listed Buildings

The application site is in the designated Conservation area and is partially in flood zone 2 although the floor level of the building would exclude it from the flood Zone outside the building.

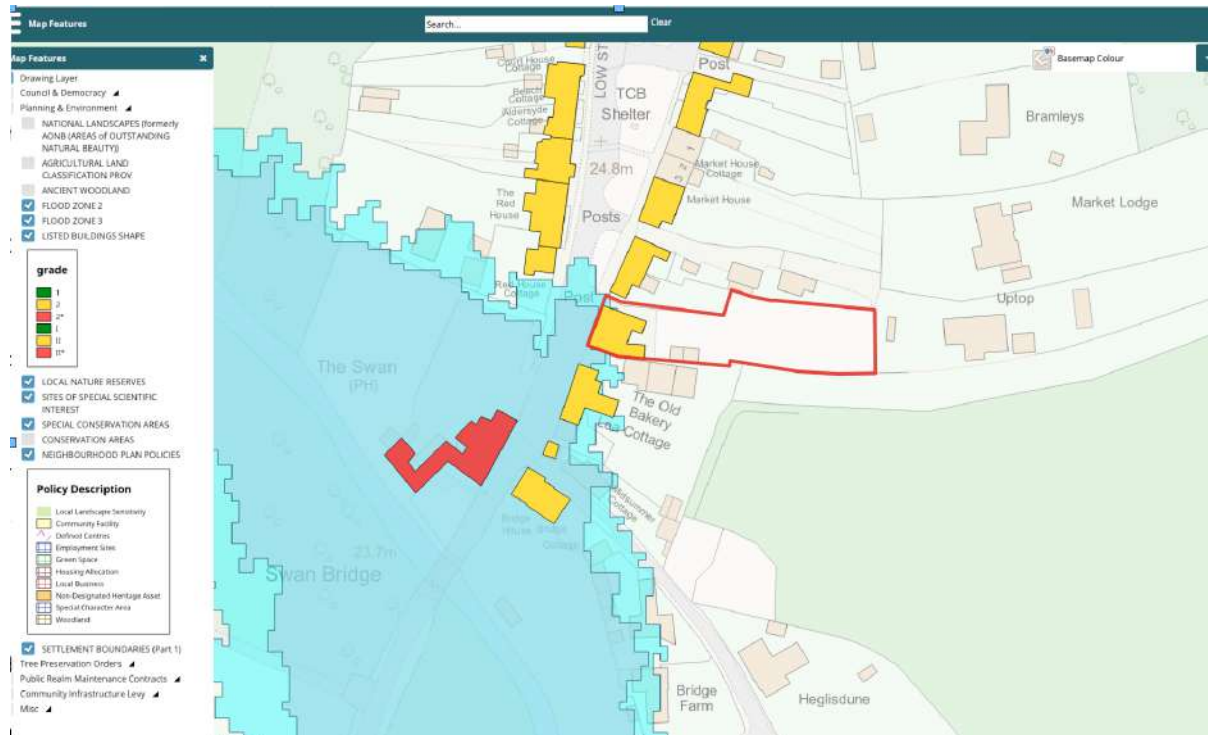


Fig - Extract from the Flood Risk Plan illustrating the extent of flooding

3. SCALE

The proposed development will not affect the scale of the building as no works to the exterior are proposed.

4. USE

The proposals are to provide a separate Commercial area with a 3 bedroom residential unit above.

5. APPEARANCE

The proposed development does not change or affect the existing external elevations which will remain unaltered.



Fig - Sketch Illustration of view from The Street

6. LANDSCAPING

The Existing Building has a rear lawned garden and trees that will be retained and protected during the build. The existing trees, and fences that are around the site would be retained. The Garden area would be made available to the community to supplement the commercial use.

7. ACCESS

The property is located with its primary entrance off 'Low Street' within the village green. The residential carparking would be to the side of the building off the main road. The existing carparking for the shop and post office will remain unaffected by the proposals.

8. THE PROPOSALS

The proposals are outlined in more detail in a schedule of work as part of this document (Appendix B) but consist primarily of new partitions to enclose the access between the stairs and the old tea room kitchen (Zone E) which is to become the entrance area to the residential spaces. An additional partition would also separate Zone B and D to separate the staff WC facilities for the main commercial areas.

Additional very minor alterations to the mechanical and electrical installation would also be necessary to separate the two uses but these would not be significant nor affect any of the special nature of the listed building and its interior.

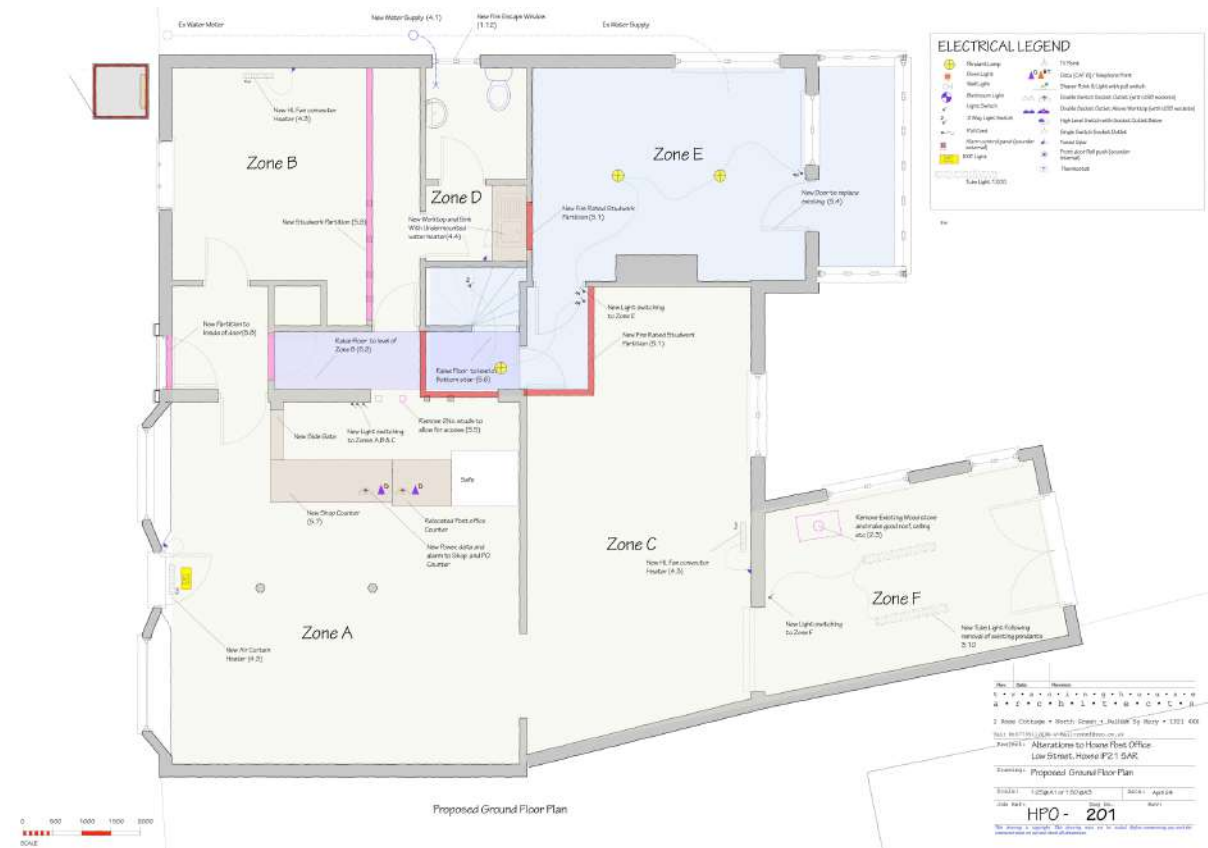


Fig - Proposed Floor Plans

9. HERITAGE IMPACT

The work on the property will be sympathetically carried out by competent and trained contractors who are experienced in work on listed buildings, so that the alterations do not impact significantly on the exiting building and historical fabric. A very small alteration to part of the original timber frame will be necessary to enable access to the staff areas without the need to enter the open public areas.

10. PLANNING POLICIES

For this application, the statutory Development Plan comprises the Combined Babergh and Mid Suffolk which has recently published it's Joint local plan Nov 2023.

In addition to the Local Development Plan, other material considerations include the recently updated National Policy Framework and Supplementary Planning Guidance and Documents.

The property is located in the Village centre of Hoxne and is within the designated 'settlement' boundary that are covered by policies LP09, LP19 and LP28 in the new Joint Local Plan (JLP). A new Neighbourhood plan for Hoxne was put to a local referendum on the 4th April this year with a 87% agreement and would also have an impact on this application along with the updated JLP and the NPPF.

Both the Local and national planning policies give an emphasis on sustainable development, using the three criteria of, Economic, Social and environmental.

A pre application was made on behalf of the community was made and the report and recommendations are included for information at the end of this document (Appendix C).

The site is set in what would be considered a sustainable location within an existing settlement boundary with relatively good rural connections to the nearby towns of Eye, Stradbroke and Diss.

The Shop and post office services are both vital facilities to the economic and social wellbeing of the village and the outlying rural community. Proposals outlined in the campaign to purchase the building and run and expand the facilities will ensure the long term viability of the scheme.

The potential revenue for the site will generate funds to invest in the upkeep of the listed building as well as run the commercial areas including a new heritage space for displays of local landmarks and

archaeological finds that make the village famous. The re-vitalised shop and new community hub will provide employment opportunities and have both an economic and social benefit for the village.

12. CONCLUSIONS

The proposed works are very limited and would allow the building to function more efficiently giving complete separation between commercial and residential areas allowing for the long term success of the community facility, without which the village would be poorer place to live.

Appendix A

Extract from Formal Listing :

Official list entry

Heritage Category:

Listed Building

Grade:

II

List Entry Number:

1032521

Date first listed:

28-Jul-1955

Date of most recent amendment:

13-Apr-1988

List Entry Name:

POST OFFICE

Statutory Address 1:

POST OFFICE, LOW STREET

Location

Statutory Address:

POST OFFICE, LOW STREET

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

County:

Suffolk

District:

Mid Suffolk (District Authority)

Parish:

Hoxne

National Grid Reference:

TM 18037 77218

Details

HOXNE LOW STREET (east side) TM 17 NE 7/113 Post Office (formerly listed as Premises 29.7.55 occupied by H.E. Courridge) GV II

House and shop. Early C19. Part red brick, part timber framed with a roughcast-rendered facade. Pantiled roof with glazed black tiles at the front. 2 storeys. Double pile plan. 3 windows, 3-light casements. One C19 sash window on ground floor, the glazing bars missing. Most of the ground floor comprises a good early C19 shopfront. A pair of slightly projecting 18- and 15-paned shop windows with rounded panelled corners. Narrow fluted pilasters to extreme left and right. Central shop doorway with similar fluted pilasters; C19 half-glazed 4-panel door. To left, a matching doorway which led into the living accommodation: C19 6-panel door, the 2 upper panels glazed. Over the whole is a continuous frieze and mutule cornice.

Listing NGR: TM1803777218

Legacy

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

Legacy System number:

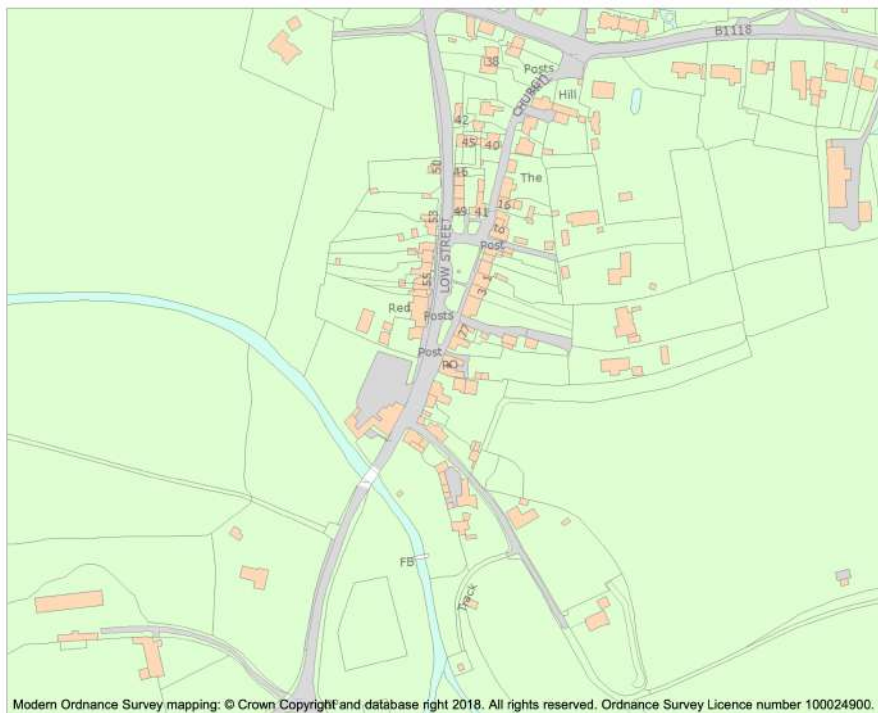
281054

Legacy System:

LBS

Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.



Name: POST OFFICE

This is an A4 sized map and should be printed full size at A4 with no page scaling set.

Heritage Category:	Listing
List Entry No :	1032521
Grade:	II
County:	Suffolk
District:	Mid Suffolk
Parish:	Hoxne

For all entries pre-dating 4 April 2011 maps and national grid references do not form part of the official record of a listed building. In such cases the map here and the national grid reference are generated from the list entry in the official record and added later to aid identification of the principal listed building or buildings.

For all list entries made on or after 4 April 2011 the map here and the national grid reference do form part of the official record. In such cases the map and the national grid reference are to aid identification of the principal listed building or buildings only and must be read in conjunction with other information in the record.

Any object or structure fixed to the principal building or buildings and any object or structure within the curtilage of the building, which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948 is by law to be treated as part of the listed building.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions.

List Entry NGR:	TM 18037 77218
Map Scale:	1:2500
Print Date:	10 April 2024

 Historic England
HistoricEngland.org.uk

Appendix B

Schedule of Works : rev 1 11:12:23

Project Aim

Hoxne Post Office

Low St, Hoxne, Eye IP21 5AR

Refurbishment and Alterations

Schedule of Works

Revision 1: 11.12.23

2 pages

To refurbish the building to deal with defects, to separate the building into a lettable first floor flat with ground floor access and a community shop and post Office on the ground floor

Please note: the building is grade II listed and all repairs will need to be undertaken sympathetically with materials to match existing.

Drawings provided

H1 - internal alterations (updated to drawing HPO- 201)

H2 - power and lighting alterations H3 - zones (updated to drawing HPO- 201)

Defect Repair

1. Externally

1.1 Check and repair/replace as necessary all rainwater goods in Upvc to match existing.

1.2 Overhaul as necessary all soil and waste goods, removing any redundant pipework and making good. Leave all sound and free running.

1.3 Check all barge boards, cappings, soffit boards, remove and replace all defective to match existing.

1.4 Check all window timbers, cutting out and replacing defective timbers or if necessary and as agreed replace entire window or parts thereof. Make good to surrounds as necessary. Ease and adjust.

1.5 Decorate all external timber, stripping back as necessary, rubbing down, priming all bare timber then applying two coats undercoat and one coat gloss paint, colours to be agreed.

1.6 Rake out and repoint all external brickwork where necessary. If necessary cut out and replace any defective brickwork. Re-pointing to match colour and style as existing.

1.7 Strip all roof coverings, check efficacy of tiles etc and set aside for re-use if sound.

1.8 Check all roof timbers, cutting out and replacing any defective (including base of valley gutter), apply wordworm treatment. Re-cover with roofing felt, salvaged tiles and tiles to match existing.

1.9 Replace valley gutter with stepped lead gutter.

1.10 Replace as necessary lead flashings to existing junctions.

1.11 - Allow provisional sum for rebuilding chimney stack as necessary.

1.12 - Provide new fire escape window in ground floor bathroom, replacing existing (see drawing H3).

2. Internally

2.1 Clear away any existing roof insulation, clean loft area and provide vapour barrier then 100mm woodwool insulation batts between rafters with 200mm batts of woodwool insulation set at 90 degrees to rafters over. To single storey areas provide and fit 100mm woodwool insulation between rafters.

2.2 Form new loft access with hatch cover to front loft area.

2.3 Remove existing wood burner to zone F as on drawing number H1 . Make good ceiling and roof from flue removal.

2.4 Open up for investigation crack at junction of front wall and corner cupboard wall in Bedroom 2 , make repair as directed on site.

Alterations

3. Electrical system

3.1 Re-use existing board in Zone E adding wired smoke alarm system for Residential areas, upgrading any fittings or wiring as necessary to meet current IEE regs.

3.2 Run new power, lighting, water heating and smoke alarm circuits to zones A, B C, D, and F. Outlet locations as shown on drawing No H2. 3.3 Liaise with Post Office engineers to relocate Post office safe alarm supply and Post Office till power supply.

3.4 Move tracked lighting from zone E and relocate in Zone C. Replace with two pendant fittings as shown on drawing No H2.

3.5 Remove current light fittings in Zone F and provide two fluorescent tube lights as shown on drawing No H2.

3.6 Provide PIR light

3.7 Provide socket outlets for new shop tills under new counter.

4. Water and Heating

4.1 Allow to separate water supply systems, leaving residential area supplied as existing and commercial area supplied directly on mains water. Ensure all fittings are mains pressure ready with individual and separate stop valves.

4.2 Allow to separate heating system, with existing boiler and oil tank supplying residential areas. Disconnect and remove existing radiators and associated pipework from shop areas.

4.3 Provide and fit 3 No air to air 3.5KW heater/coolers to shop area , internal and external unit locations to be agreed . Allow for electrical connections.

4.4 Install new 1000mm unit with stainless steel sink and drainer waste and Kitchen mixer tap in Zone D (see drawing H1). Provide and fit new under sink water heater to supply WC whb and Shop sink/coffee point

4.5 Remove existing asbestos water tank to loft (providing safe disposal certificate to client), provide and reconnect new polyethylene tank and re-insulate. Alternatively convert system to be a direct feed is possible. To be agreed.

5. Partitions, Walls and Floors

5.1 Provide and fit new 100mm 1.5 hr fire resisting partitions in locations shaded blue on drawing number H1. Including across current door between Zones D and E. Skim both sides and leave ready for painting.

5.2 Raise floor area in zone A as shaded in green on drawing No H1, in timber so as flush with adjacent corridor (in Zone B) level. Leave current skirting in place underneath.

5.3 Provide bespoke sliding sash secondary glazing to all windows save for the main shopfront in Zone A.

5.4 Replace existing entrance door to Zone E with new furniture and deadlocks.

5.5 Create access through from main room of Zone A into corridor in Zone A by partly removing 2 studs and creating door way (see drawing H1). 5.6 Raise floor level at bottom of stairs to level of bottom stair (see drawing H1) 5.7 Allow to construct new bespoke shop counter, design to be agreed.

5.8 Construct plasterboard partitions as shown in pink in drawing H1.

(NOTE - reference to drawing H1 and H2 have been updated to drawing HPO- 201)



Fig : Door to be

Appendix C

Pre Application Report: 30:10:23



Philip Isbell

Chief Planning Officer – Sustainable Communities

Mid Suffolk District Council

Endeavour House, 8 Russell Road, Ipswich IP1 2BX Website: www.midsuffolk.gov.uk

MichelHenri

Dear Michel Henri,

Please ask for: Your reference: Our reference: E-mail: Date:

ThomasPinner

DC/23/04679 heritage@babberghmidsuffolk.gov.uk 30th October 2023

Proposal: Heritage Pre-application Enquiry. Appointment on site - repairs, replacements and general works

Location: Post Office And General Stores, Low Street, Hoxne, Eye Suffolk IP21 5AR **Site Meeting Date:** 16/10/2023

Thank you for your request for pre-application advice. I have reviewed the details submitted and provide the following information and advice:

Site Constraints:

The Post Office, Hoxne, is a Grade II Listed building, described in the listing description as "house and shop. Early C19. Part red brick, part timber framed with a roughcast-rendered façade..." The building has a number of different ranges, including two parallel ranges of two storeys, which may all be of slightly different dates, but the majority of which appear to be C19. The heritage concern relates to the potential impact of the works on the significance of the Post Office, other nearby listed buildings, including Lea Cottage/The Old Bakery (Grade II) to the south, White Cottage (Grade II) to the north, and The Swan public house (Grade II*), to the southwest, and the character and appearance of Hoxne Conservation Area, in which these buildings are located.

Description of Proposal:

Heritage Pre-application Enquiry. Appointment on site - repairs, replacements and general works

Plans & Documents Considered:

The plans and documents recorded below are those which have been considered:

Schedule Of Works Description of Works - Received 06/10/2023 Floor Plan - Proposed H1 - Received 17/10/2023
Floor Plan - Proposed H2 - Received 17/10/2023
Schedule Of Works - Received 17/10/2023

Email with Further Schedule of Works - Received 18/10/2023

Block Plan - Proposed H3 - Received 19/10/2023 Proposed Location of Solar Panels - Received 19/10/2023 Ground Floor Fire Escape Window - Received 19/10/2023 Site Location Plan - Received 25/10/2023

Relevant Planning History:

DC/18/00315

Application for Listed Building Consent - Insertion of door and porch and replace rear window. Creation of internal door and steps, rearranging internal layout; Installation of en-suites to two bedrooms. Insertion of additional power points all in conjunction with change of use

Granted 30/03/2018

Relevant Planning Policies:

NPPF - National Planning Policy Framework
HB01 - Protection of historic buildings
HB03 - Conversions and alterations to historic buildings HB08 - Safeguarding the character of conservation areas LP19 - The Historic Environment (emerging Joint Local Plan)

Officer Assessment:

The pre-application proposes various works to the Post Office, including reconfiguration of the shop, and separating the residential flat from the shop.

1. Solar Panels

The pre-application seeks advice on adding solar panels to the site. In principle, solar panels are not reflective of the historic character of such buildings, but may not be harmful, or may at least be acceptable on balance, if they can be sensitively located. On site a number of locations were discussed, including on the listed building itself, and within the grounds. Subsequent to the site visit, plans have been submitted for solar panels on the roof of the main building.

The solar panels as proposed in the plans would be located on the inner roof slopes of the 'M'-shaped roof that is formed by the two principle parallel ranges, and on the inner slope of the perpendicular northern range, facing onto the valley of the 'M'-shaped roof. The panels on the front elevation of the rear parallel range would also be set in from the south. As such, the proposed panels would likely have limited visibility from ground level, except potentially the southern extent of the panels on the rear of the front range, which may be visible from parts of the grounds of Lea Cottage/The Old Bakery. They would otherwise be largely not overlooked, except potentially from the first-floor north gable window of Lea Cottage/The Old Bakery, and possibly from first floor windows of The Swan. As such, I consider that the harm would be relatively limited, but, upon further consideration, not 'no harm', as they would still be out of keeping with the character of the building (visibility not being the only relevant factor).

Before I/The Planning Department, as relevant, would consider whether they were acceptable on balance, having regard to any heritage or other benefits, it should be demonstrated that there were no alternative locations for solar panels that would cause no or less harm, and/or no alternative ways of achieving the same benefits that would cause no or less harm.

The alternative of ground mounted panels was also discussed. The Post Office currently owns a considerable area of land to the rear. If panels were located in the grounds, particularly on the eastern extent of this land furthest from the building, they would likely be unobtrusive within the setting of the Post Office, or other listed buildings, and would not be in a prominent position within the Conservation Area either, and as such would likely cause no harm to any heritage assets. However, I cannot comment as to the feasibility of this location, so this would have to be established.

There are also a number of outbuildings to the rear of the Post Office, some of which are modern. These buildings may or may not be structurally capable of supporting panels, but if not could be replaced with structures which were. Locating panels on the roofs of such buildings is also likely to cause no harm, or at least less harm than adding them directly to the historic building.

Should the option of solar panels mounted directly on the listed building be pursued; for example, because it is demonstrated that alternative options are not feasible, then the harm would have to be weighed against the public benefits. At this stage, I am not sure where the balance would be - this would be subject to precise details of the proposed panels and any associated works, as well as more detail on the benefits the panels would provide. It should also be demonstrated that the panels would be located on the least harmful roof slopes/parts of roof slopes. While those currently suggested, as noted above, would likely be the least visible, this may not necessarily equate to the least harmful, as this would also be dependent upon the relative historic interest of each part of the building, which should be detailed within a Heritage Statement, and any differences in the physical alterations to the roofs that would be required.

Any roof mounted panels should be installed above, rather than instead of, the existing roof coverings. Precise details of location, design, height and fixings of the panels should be provided in an application. The number/extent of panels should be limited to the minimum necessary. It should also be ensured that the existing roof structures are capable of supporting the weight of the panels without requiring undue harmful alteration.

Installing solar panels directly on the listed building would require Listed Building Consent, but ground mounted ones, and those on post-1948 detached outbuildings would not. Both roof and ground mounted panels may require Planning Permission.

Assuming that the aim of solar panels is to reduce the building's use of fossil fuels, there may be other ways to achieve this that cause no or less harm, including alternative renewable energy generation options, replacement heating systems, and reducing the energy usage of the building, through addition of elements such as insulation, replacing single glazed windows with appropriate slimline double glazed ones - where the existing are not of historic interest - as well as addressing maintenance issues with existing fabric. The latter can include addressing any damp issues, such as through replacing cement render - which typically increases the dampness of such buildings due to its impermeability, requiring more energy usage to compensate - for a traditional lime-based render. It can be beneficial to get an EPC report that identifies the potential options available and submit this to the Heritage Team as part of a pre-application for further consideration. For more information, see also <https://historicengland.org.uk/advice/technical-advice/retrofit-and-energy-efficiency-in-historic-buildings/>

2. Internal Layout Changes and Alterations

It is proposed to make various layout changes at ground floor, including the addition and removal of partitions, and separating the flat from the shop. The flat is currently accessed through the shop, but as proposed it appears it would be accessed to the rear, through the conservatory (though no external doors are depicted on the conservatory, so if any new external doorways are required, this would require Listed Building Consent). At present, it is not entirely clear what the historic layout of the building was and to what extent it survives, but there is some indication in the current layout.

It is proposed to remove internal partitions either side of the left-hand front door. As seen on site, the fabric to be removed is modern. However, having reviewed the floor plans and earlier applications, these walls are potentially in historic locations, forming a historic lobby entry planform, whereby the entrance lobby is a small square in plan, with doors leading to rooms either side - a typical traditional layout. This was suggested by the Heritage Team under DC/18/00315 (there was no heritage statement submitted under that application to suggest otherwise). The space has subsequently been converted into a corridor leading to the back of the building, breaking through a wall that faced the door and originally closed off the lobby. This alteration was approved under DC/18/00315, but the Heritage Team considered that it would not erode the ability to read the original lobby entry form of the building such to cause harm. However, I consider that entire removal of both the side walls of this space as well, with nothing to replace them, would considerably erode the lobby entry form of the building, as there would be no walls of the lobby left. The fabric itself could be replaced, as it is modern, and it would also be preferable if they were solid walls, not exposed studs with no infill (I am not sure whether the approval was just for studs and not a solid wall based on the approved drawings), but they should not be removed in place of no walls. The northern of these walls (into the current post office) is not shown to have existed on the existing plans in the 2018 application, but potentially did historically exist, if the building was of a lobby entry form as suggested, and had latterly been removed. Now it has been reinstated (albeit the construction is somewhat crude) I consider it would be harmful to remove it again with no replacement.

The documents seem unclear as to whether the existing left-hand front door is to be retained and blocked from the inside, or removed, with the opening blocked. I would not support the latter, as the existing door is considered of historic interest, but the former would be acceptable.

The new internal partitions as per the revised floor plans from 17th October are considered appropriate. Originally a partition was proposed within the current ground floor entrance corridor that would have abutted and obscured a door to a cupboard under the stair, which

appeared of historic interest. This partition has now been repositioned on the revised plans, in order to avoid this door, which is welcome (though the door is not shown on the floor plans and should be added to them at full application stage). I also note that the revised schedule of works refers to 'plasterboard walling understairs door'; however, as above I would request that this door is left exposed to the corridor, if possible. Potentially, it may be possible to insert a wall behind this door, if this is required for Building Regulations reasons.

A new opening would be proposed between this corridor and the main shop, to become the space behind the post office counter. This is proposed through an area of frame that appears potentially original and would equate to approximately two studs and a section of a brace. At present, it is unclear what extent of wall this originally related to, and thus its overall significance and whether the loss would equate to harm is also unclear. Without more detail on the historic internal layout of the building, and an understanding of how this fabric related to it, it is difficult to be more definitive. However, at the same time, the section of studwork directly to the west, toward the front door, that would still be between the corridor and the counter, is modern fabric, that was only added following the approval in 2018 - though it may have reinstated a lost section of wall. Nonetheless, a standard doorway opening through here would avoid having to remove any historic fabric, and for the size of opening would not erode the overall layout (any further) so would more clearly avoid harm. On site it was suggested that this would not be preferable, as it would not leave a storage space in the corridor, but this may have to be compromised on (as I am not convinced the building cannot function without it), unless it is more clearly demonstrated that the loss of the area of earlier studwork would not cause harm. Also, the proposed new wall in the corridor toward the front door could be repositioned on the line of the internal door, rather than set in, which would gain a little extra space on the other side. This is where the wall was prior to 2018, and it would better reinstate the former lobby.

Another partition would be installed in the area identified as 'Zone B' on the line of a former partition, where some studs of a possibly original wall already survive. These studs should be retained within the partition, but they would not have to be left on show, as they likely were not historically.

The change in the position of the subdivision between the shop and flat, and change in access, may trigger the requirement for upgrades to meet Building Regulations in regard to fire, sound and thermal efficiency. This could cover all walls and floors on the line of the subdivision. There may be exemptions from complying with the latter two where the works would be harmful, but you may need to demonstrate this by proposing them first, and there would likely not be exemptions in regard to fire safety. The proposed partitions are stated to provide a degree of fire resistance, but I would still advise that you check with BMSDC Building Control Team what if any further works may be required, if you have not already done so, and then submit details of these as part of an application. If these are considered unacceptable, and unavoidable to meet Building Regulations, then I would have to consider whether the principle of separating the two uses was acceptable.

I consider that raising the floor level in Zone A with a new timber floor, as described, would be acceptable, providing that the new floor would be reversible.

The existing internal doors to be removed/replaced did not appear to be of any historic interest, so their loss/replacement would not cause harm.

Reference is made in the schedule of works to installing a new loft hatch, presumably at first floor, but this is not shown on the plans, presumably because there are no first-floor plans. As such, I cannot confirm the acceptability of this element, nor whether Listed Building

Consent would be required for it, at this stage. More detail on the location and extent and nature of fabric to be removed would be required.

I consider that Listed Building Consent would be required for the above, covering the new partitions, removal of partitions, and new openings, and any works required to meet Building Regulations. As the works would be internal, Planning Permission would not be required for these works.

I have no issue with the proposed counter, shelves, radiators, boiler, kitchen fittings and lighting, or the removal of the existing wood burner and kitchen fittings, as proposed, and would not require Listed Building Consent for these works.

3. Other External Repairs and Alterations

In general, a certain degree of repair, using matching materials and methods, would not require Listed Building Consent, but it is difficult to confirm a specific amount, as it is dependent partly upon the extent relative to the whole element. Therefore, if there is any doubt, for any element of work, it is advised to submit a repair schedule to the Heritage Team, for further confirmation. Any change in materials or methods is likely to require Listed Building Consent. None of these works are likely to require Planning Permission.

Roof Works:

The stripping of entire roof slopes would require Listed Building Consent, and the application should make clear which slopes are proposed to be stripped, and why they need stripping. At present, while there are some signs of decay, I consider it is not obvious that any roof slopes require complete stripping, and it should be avoided where possible, to reduce risk of damage and loss to historic fabric. An application would therefore need to demonstrate clear and convincing justification for stripping the roofs, which may be in the form of a condition survey, or photographs of visible moisture ingress etc.

Should the above be provided, allowance should normally be made to reuse existing roof covering materials where salvageable, with any shortfall required to match existing, but it may not be known how much are salvageable until the roof is stripped, so a condition would be applied to cover this. The existing black glazed tiles may be handmade, which are no longer manufactured, which adds to the importance of retaining those that are salvageable. This also means a (suitable) handcrafted version would be accepted for the shortfall. A condition would also be applied to cover any works to the underlying fabric that may be found to be required, and the installation of any insulation.

I have concerns with the reference in the schedule of works to potentially installing a vapour barrier to the underside of the rafters, as this seems likely to increase the risk of moisture issues within the rafters. I am unsure why a vapour barrier would be needed here.

Reference is also made to 'applying woodworm treatment' to the rafters. I would request more detail on the method of treatment proposed, to ensure it may not do more harm than good, but such work may be unnecessary anyway. If there is an active insect infestation, it normally means there is a damp problem, which is what should be focused on being addressed. Without damp, any insect infestation is likely to disappear.

It is not clear at this stage what work is proposed/what might be required to the chimney stack, so it should be established first what if any work is required. It may be best to investigate this further when also examining the condition of the roof coverings.

Timber Works:

In regard to the windows, replacement of approximately 30% or less of existing fabric, using existing materials and methods, would not normally require Listed Building Consent, but a greater amount is more likely to, and replacement of whole windows would. Regardless, replacement of fabric should still be restricted to the minimum necessary, particularly on any historic windows, of which some were evident, particularly on the front elevation.

In regard to bargeboards and fascias, as they were designed to be somewhat sacrificial, and on the basis that the existing are not of any particular architectural quality, replacement to match existing in materials, form and finish would not require Listed Building Consent.

In regard to the conservatory, small scale matching repairs would not require Listed Building Consent.

Internal secondary glazing would not require Listed Building Consent, providing that it is fitted within existing surrounds.

The replacement of the ground floor bathroom window, in order to provide a fire escape window, would require Listed Building Consent, but the existing is not of any historic interest, or of a sympathetic design, so would not be an issue in principle, subject to details of the new window. As the existing is unsympathetic, and less appropriate than many of the other windows on the building, the replacement should not aim to replicate it, but instead be of a more appropriate, traditional design, including traditional proportions and arrangements of panes, flush frames, structural glazing bars and putty beading. Detailed elevation and section drawings of the new window, and relationship to the walls, at 1:10 and 1:2 respectively, and details of materials and finishes, should be submitted at full application stage.

Rainwater Goods:

Existing rainwater goods appeared to be modern UPVC. If full replacement is proposed, then Listed Building Consent would be required and an enhancement to metal would also be required, but for minor repairs and replacement, using matching materials, form and finish would not require Listed Building Consent.

Reference is made to adjusting the position of rainwater goods. I would advise the submission of annotated plans or photos showing these changes, so it can be determined whether or not Listed Building Consent would be required for these changes.

Repainting Externally:

Repainting existing external render and joinery in matching colours and finish types would not require Listed Building Consent. If it is desired to change any colours or paint types, including the signage, then a Change of Paint Form should be completed - see <https://www.midsuffolk.gov.uk/change-the-colour-of-a-listed-building> If the changes are considered appropriate, then you would receive approval by email, rather than requiring a full Listed Building Consent.

Brickwork:

Minor raking out of mortar, where loose, and replacing the odd damaged brick, is unlikely to require Consent, but more extensive work may. The existing mortar on the areas of exposed

brickwork appeared to be a mix of lime and cement - the latter forming somewhat crude repairs over previous lime. Cement is not an appropriate material for a building of this nature, so ideally new mortar should be lime-based, with mix, colour and finish to match existing lime-based mortar, though where the mortar would remain cement in majority, there may be no benefit to small new patches in lime, and where the cement mortar is sound it may do more damage to try to remove it.

Internal Rewiring and Replumbing:

Providing that new wires and pipework are discreetly located and not drilled through timber frame elements, Listed Building Consent would not be required for this. If new external pipework is required, then further details, to include photos and/or plans to show proposed locations, should be submitted, so it can be confirmed whether this would require Listed Building Consent or not.

Awnings:

On site, the potential for external openings over the shopfront was suggested. However, this was already proposed under DC/18/00315 and was considered inappropriate by the Heritage Team, as it would be incongruous on a historic shopfront not designed to have awnings. Concern was also raised with the potential physical damage to historic fabric that might be required. It was then removed from that application. As such, I would not support this alteration.

On the basis that the intention is to provide shading to produce within the shop without having to block views into the shop, I am not immediately sure what alternatives may exist, so you may have to explore what options are available.

4. Garden Works

I have no issue with the proposed works to the grounds, including; a new brick or paved path, subject to confirmation of the proposed materials, with manufacturer's literature; a small area of willow weave fencing, providing that this would be of the non-framed variety; and concrete bases for cycle parking, a shed and an oil tank, subject to detail of the form and design of the new shed. I would also request screening around the oil tank, likely in the form of willow weave fencing again. None of these works would require Listed Building Consent, as they would not be attached to the listed building, but may require Planning Permission.

N.B The revised version of drawing H3 removes some of the works to the grounds that are still referred to in the Schedule of Works, so I am not entirely clear which of them are still proposed. This should be consistent at full application stage.

It is recommended to check with the Development Management (Planning) Department whether any works would require Planning Permission and what additional documents may be required as part of this.

Applications for works to roofs, including stripping, and adding solar panels, are likely to require a Preliminary Roost Assessment in regard to the potential for bats and other protected species to be found. Similar ecological surveys may also be required for works in the grounds. For more information, please see <https://cieem.net/resource/a-householders-guide-to-engaging-an-ecologist/> The works may qualify for free advice from Natural England - see <https://www.bats.org.uk/advice/im-working-on-a-building-with-bats/getting->

[personalised-advice](#) This can be appropriate for works only requiring Listed Building Consent.

Follow-up advice to this response can be provided upon request. Depending upon the extent of additional advice sought, further charges may apply.

Conclusion:

Where works would require Listed Building Consent/Planning Permission, some of these works would be acceptable/cause no harm to any heritage assets, some would cause harm, primarily to the significance of the Post Office, with no apparent clear and convincing justification for the harm at this stage, and some might be harmful, depending upon the submission of further detail and/or clear and convincing justification for the works, as set out above.

This advice is informal officer opinion only and made without prejudice to the formal determination of any application. If you want a formal opinion then you will need to make an application with its associated supporting documentation, plans and fee.

All applications will be subject to consultation and publicity and any proposal may be subject to a call-in by a Councillor for determination at Development Control Committee.

Application Submission:

Our Joint Local Validation Checklist sets out the details required for each application and this is available at <http://www.babergh.gov.uk/planning/development-management/apply-for-planning-permission/national-and-local-validation-requirements/>. However, on the basis of the information provided I would particularly draw your attention to the need to provide:

- A Red Line Site Plan, at 1:1250
- Existing and Proposed Elevation Drawings at 1:100, Block Plans at 1:500, Floor Plans at 1:50 and/or annotated photographs detailing the areas affected, as appropriate to the nature of the works.
- A Heritage Statement describing the significance of the heritage assets affected and the impact of the works on this significance.
-
- A Design and Access Statement describing the works, with clear justification for each (this can

be combined with the Heritage Statement)

- A Schedule of Works
- Photos of the areas of proposed works
- Structural/Condition Surveys as relevant
- Ecology Surveys as required

This is not an exhaustive list of all documents and information which need to support your application, as mentioned above please consult the Joint Local Validation Checklist.

We recommend that applications are submitted on the Planning Portal, which also provides further advice on making planning applications:
<https://www.planningportal.co.uk/>

As part of any application you will need to submit the appropriate CIL form, which is available on our website.

I hope that this provides useful information with regards to your enquiry. If you have any queries in respect of this letter, or require clarification of issues, please do not hesitate to contact me. If you would like further discussion with regards to the detail of the proposal this would be subject to a charge for further advice, see www.midsuffolk.gov.uk for further details.

Yours faithfully
Thomas Pinner – Acting Senior Heritage Officer

on behalf of Philip Isbell – Chief Planning Officer – Sustainable Communities

Please note that any advice provided by the Council's Officers is informal opinion only and is made without prejudice to any formal determination which may be given in the event of an application being submitted. In particular, it will not constitute a formal response or decision of the Council with regard to any future planning applications, which will be subject to wider consultation and publicity. Although the Case Officer may indicate the likely outcome of a subsequent planning application, no guarantees can or will be given about the decision.

Please also note, responses to pre-application enquiries are only valid for six months from the date of receipt. You should seek confirmation that circumstances have not changed if you are submitting an application outside of this period.

Appendix D

Hoxne Community Shop and Post Office Campaign Statement and Web Site:

<https://www.hoxnecommunityshop.co.uk>

Hello everyone.

Welcome from the management committee of Hoxne Community General Stores Limited, which has been formed to raise funds to purchase and renovate the village shop and post office in Low Street, Hoxne. We are part of a team of local volunteers with business, retail and fundraising backgrounds who have been working hard to make sure we bring this valuable asset into community ownership.

This website serves as a temporary version while our final version is being developed. Rest assured, it should contain all the information you require. If not, please get in touch with us.

Why bring the shop and post office into community ownership?

- It's under threat of closure with the current owner wanting to retire.
- It's important to the community (according to 99% of respondents to our community survey).
- Community ownership means local people will decide what it offers and how long it stays.

The History of Hoxne shop and post office

The Hoxne shop has been at the heart of Hoxne village for over 150 years. Number 25 Low Street was built almost 200 years ago in around 1830. An advert in the 1840 Suffolk Chronicle boasts that the Hoxne shop will offer 'fancy silks, ribbons and bonnets as well as grocery, tea, coffees etc'.

It has been in almost continuous use as a grocers and drapers shop since that time, becoming a general store and newsagents from 1959, and a post office in 1979. Originally one amongst two post offices, eight shops, a bakery and three pubs in the village, now only this post office and one local pub remain.

Our mission

- To ensure the long term future of the shop and post office for the benefit of Hoxne and surrounding villages.
- To extend the products and services offered and reverse the decline of vital services in our rural area.
- To bring local people together for purposeful work and collaboration, increasing community cohesion.
- To operate a commercially sustainable enterprise that will be a net contributor to the local economy in an environmentally sustainable way.

What are we planning to do?

- Repair the roof, windows and chimney, separate the accommodation from the commercial area and reconfigure the ground floor space.
- Transform the sizable garden into a space that can be used by the community.
- Install displays of heritage items, such as replicas of the Hoxne Hoard.
- Install solar panels in the garden and insulate the building to reduce costs and make the business more sustainable.

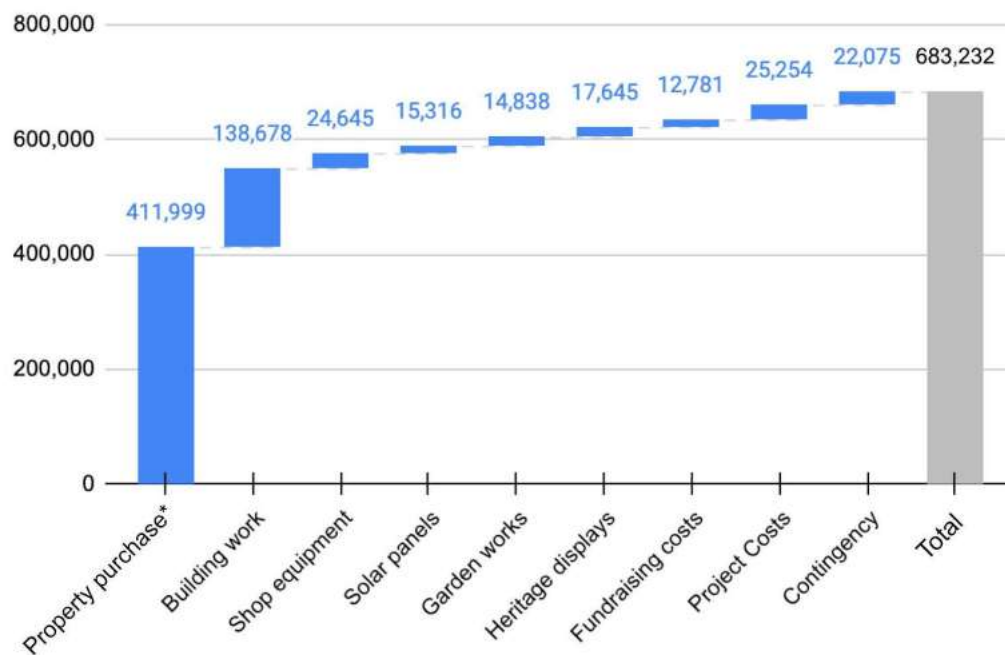
Once trading we will:

- Run the business with paid staff, supported by volunteers.
- Extend opening hours beyond 9 to 5 so that working people can use the shop and post office.
- Extend the number of products available and include things like fruit and veg.
- Offer numerous and varied volunteering opportunities.
- Support young people with opportunities for their first job.
- Transform the garden into a space to grow fruit and veg and sit quietly for a rest.
- Provide a delivery service to people who have no access to transport or reduced mobility.

Why do we think it will be a success?

- The community shop model we are proposing is very robust. Over 300 such shops have been established in the UK, with a greater than 94.5% success rate.
- The shop and post office serves a large area beyond Hoxne, a catchment of some 5,400 residents.
- 85% of respondents to our community survey said they would consider using the shop and post office more if products and services were improved or extended. This is true even of those who visit only occasionally or not at all currently.
- There is opportunity to more than double the number of products available.
- We can increase opening hours by almost 60%.

How much we're raising



How we are raising money

Our main source of finance will be the government's Community Ownership Fund. This provides money to help groups take ownership of assets which are at risk of being lost to the community. In order to secure this financial help we need to raise funds to match.

We have already made a start and raised £38,000 through cash donations, a grant from CoOperatives UK and donations of work and expertise we would have otherwise had to pay for (this is called "in kind" match funding).

We are currently applying to other funds, both locally and nationally, to help raise as much other match-funding as possible. The main source of match funds however, will come from the sale of community shares.

Where you come in - the pledge campaign

Before we offer shares in June this year, we want an accurate gauge of who in the community would be willing to invest. Knowing this in advance means we can put a much stronger bid into the government. That is why we are asking for your pledges now. The more people who are able to pledge to buy shares the greater the likelihood of success.

When we launch the share issue we will have confirmation of whether there will be any tax relief available on your share investment (this requires an application to HMRC which takes a couple of months). We will also have achieved “the standard mark” for our share issue, which is awarded by an independent assessor to demonstrate best practice has been followed.

Our pledge campaign target

Our target is to raise £200,000 from the sale of shares. This would mean **the community funds half the purchase of the building** and the other half plus all renovation and equipment would be coming from other sources. We would also like to reach at least 300 members so that the community is properly represented.

How shares will work

We have formed a Community Benefit Society (CBS) in which villagers can invest by buying shares. The primary objective of the CBS is to run Hoxne Shop and Post Office for the benefit of the community.

The CBS will not pay dividends to shareholders, but you may be able to recoup your investment in the future by selling your shares back to the CBS. To give the business a chance to establish itself we will have an initial period of three years, during which time the buying back of shares will be restricted, but thereafter the expectation is that there may be profits to fund withdrawals within parameters agreed by all the members.

Structure of the Share Offer

A single share will cost £15. We have set the price at this level to make sure everyone can become a member of the society and have a vote and therefore a say in the affairs of the business at General Meetings. We will operate strictly on a one member, one vote basis, regardless of how many shares you hold.

Where to get more information

More information will be provided in due course as part of the official Share Offer. If you have any questions in the meantime about the project or want copies of the paper pledge form, then please contact:

Duncan McGregor -
Mike Barton -

Email - pledges@hoxnecommunityshop.co.uk