

MEMORANDUM

From:	Built Heritage Officer	Service:	Green Infrastructure
Application No.	252192	Site Visit Made:	Previously
Address:	Moat House, Biggs Lane, Arborfield, RG2 9LN.		

Proposal:	Application for submission of details to comply with the following conditions of planning consent 242253 listed building consent 242254 , dated 21/02/2025. Condition 3 relates to building recording; 4 to detailed drawings (strip-out/removal works); 5 to thermal insulation, noise and fire protection between flats; 6 to secondary glazing details; 11 to original room doors and door surrounds; 12 to joinery details (windows/doors); 17 to entrance intercom/ entry system; 18 to highway construction details; 20 to cycle parking; 21 to bin storage; 22 to boundary treatment, and 23 a Landscape Scheme. (Description amended to include condition 11 at agent's request).
Relevant built heritage condition text.	3. (Building Recording) No works of stripping out, demolition or alteration work to Moat House shall be commenced until the applicant, agent or successor in title have had undertaken a historic build survey and it has been confirmed in writing by the local planning authority following receipt of written confirmation from Berkshire County Council of a copy of the finished historic building report has been deposited with its Heritage Environment Records department. The building recording shall be undertaken in accordance with accordance with the methodology for a Level 2 recording as set out in Historic England's 'Understanding Historic Building: A Guide to Good Practice' (2016) (https://historicengland.org.uk/images-books/publications/understandinghistoricbuildings/heag099-understanding-historic-buildings/) unless otherwise agreement in writing from the local planning authority has prior to undertaking the building recording exercise, agreed to a different level of recording. A copy of the final building recording document is to be provided to the Council's Built Heritage Officer and a further copy deposited with the Berkshire County Council's Heritage Environment Records department. The condition shall only be deemed to be discharged in full once the Local Planning

	Authority has received written confirmation from County's Heritage Environment Records of receipt of the building recording documentation. <u>4. (Strip-out/removal works)</u> The works hereby permitted shall not commence until detailed drawings and schedules showing all those parts of the building to be removed, dismantled or stripped out [including the removal of internal features (fireplaces, skirting boards, cornices etc.), floors, and wall or ceiling surfaces] have been submitted to and approved in writing by the local planning authority. The works shall, thereafter, be undertaken in accordance with the details as approved. <u>5. (Thermal Insulation, Noise & Fire Protection between flats)</u> Prior to the commencement of works hereby approved, the following details shall be submitted to and approved in writing by the local planning authority and shall then be implemented as so approved. Thermal insulation measures for the walls, floors, ceilings, and roof. Details shall include: • scaled drawings (elevation/floor plans) annotated to show where the insulation measures are to be installed, along with representative scaled cross-section drawings showing walling, flooring, ceiling, and/or roof. • details of the means of thermal insulation to be used. Fire protection measures between residential units and communal areas. Details shall include: • scaled drawings (elevation/floor plans) annotated to where within the building the fire protection measures are to be implemented between residential units and with communal shared spaces where fire protection is to be installed. • scaled cross-section drawings that show the fire protection measures in relation to walling, and between floors. • details of the means of the fire protection measures to be used roof. Noise insulation measures between walling and floors level of adjoining residential units. Details shall include: • scaled drawings (elevation/floor plans) annotated to where within the building noise reduction measures are to be implemented between residential units, and if requires with communal shared, • scaled cross-section drawings that show the noise protection measures in relation to walling, and between floors, • details of the means of the noise proofing measures to be used.
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	Works to have installed thermal insulation fire protection and noise proofing measures are to be undertaken in accordance with the details as approved. <u>6. (Secondary Glazing Details)</u> Notwithstanding the details submitted, no works hereby approved is to be undertaken to have installed secondary glass measures to the existing windows until full details of the secondary glazing measures have been submitted to and approved in writing by the local planning authority. Details are to include scaled drawings of the secondary glazing units, including cross-sections, shown in context with the existing windows, of the secondary glazing measures. Confirmation of the frame material and colour to the secondary glazing units along with means by window the units would be fixed in place. Works to install the secondary glazing measures is to be undertaken in accordance with the details as approved. <u>11.(Original room doors and door surrounds)</u> Notwithstanding the details submitted, no works shall be undertaken to remove those doors and/or block off doorways to the rooms off the existing axial ground and first floor corridor until details as to how the doorway are to be closed off and/or removed have been submitted and approved in writing by the local planning authority. With those original room doors that are to be removed rather than sealed shut details of where they are to be re-used in the building need to be provided. Works to alter the existing room doorway to the ground and first floor of the existing axial corridor shall then be undertaken in accordance with the details as approved. <u>12. (Joinery Details - windows/doors)</u> Notwithstanding the details submitted, no works shall take place to replace and/or install windows, exterior door(s) and the internal doors to the ground and first-floor room, until such time as full joinery details have been submitted to and approved in writing by the local planning authority. Details are to include: • Proposed floor and/or elevations drawings at 1:50 or 1:100 scale, annotated to/ and crossed reference to the joinery details for each form of window and door. • 1:10 or 1:20 scaled drawings for each design of the replacement new window(s)/exterior door(s)/internal room doors roof-lights, along with vertical and horizontal cross-section • Profile drawings at 1:1 or 1:2 scale of the glazing bar and frame moulding details. • Profile drawings at 1:1 or 1:2 scale for door frames/surrounds and thresholds. • Material for new windows frames and doors to be stated.
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- Details as to means of securing the glazing i.e., (linseed oil) putty or with beading.
- External finishes to the exterior doors, and window frames to be stated.

Installation of replacement and/or new window(s)/external door(s)/internal door(s) is to then be undertaken in accordance with the details as approved.

17. (Entrance intercom/ entry system)

Notwithstanding the details submitted no works to have installed an entrance intercom/entry system to the entrance of the building until details of the system to be used and the location it would be installed in have been submitted to and approved in writing by the local planning authority. Works to install the main entrance intercom/entry system shall then be undertaken in accordance with the details as approved.

21. (Bin Store) – of 242252 PP only

No building shall be occupied until details of bin storage area/ facilities have been submitted to and approved in writing by the local planning authority. The bin storage area and facilities shall be permanently so retained and used for no purpose other than the temporary storage of refuse and recyclable materials.

22.(Landscape Conditions Boundary Treatment) of 242252 PP

Before the development hereby permitted is commenced details of all boundary treatment(s) shall first be submitted to and approved in writing by the local planning authority. The approved scheme shall be implemented prior to the first occupation of the development or phased as agreed in writing by the local planning authority. The scheme shall be maintained in the approved form for so long as the development remains on the site.

23. (Landscape Scheme) of 242252 PP only

Prior to the commencement of the development, full details of both hard and soft landscape proposals shall be submitted to and approved in writing by the local planning authority. These details shall include, as appropriate, proposed finished floor levels or contours, means of enclosure, car parking layouts, other vehicle and pedestrian access and circulation areas, hard surfacing materials and minor artefacts and structure (e.g. furniture, play equipment, refuse or other storage units, signs, lighting, external services, etc).

Soft landscaping details shall include planting plan, specification (including cultivation and other operations associated with plant and grass establishment), schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate, and implementation timetable.

	All hard and soft landscape works shall be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with a timetable approved in writing by the local planning authority. Any trees or plants which, within a period of five years after planting, are removed, die or become seriously damaged or defective, shall be replaced in the next planting season with others of species, size and number as originally approved and permanently retained.
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Summary Of Recommendations

The Built Heritage Officer recommends based on the details provided so far; the following conditions attached to the planning permission (242252) and the listed building consent (242253) be discharged in full.

- Condition 4. (Strip-out/removal works)
- Condition 6. (Secondary Glazing Details)
- Condition 11. (Original room doors and door surrounds)
- Condition 21. (Bin Store) under PP 242252
- Condition 22. (Landscape Conditions Boundary Treatment) under PP 242252
- Condition 23. (Landscape Scheme) under PP 242252

With respect to those conditions below, further details are required for them to be discharged in full.

- Condition 3. (Building Recording) recommend this condition only be discharged in full once County's HER Officer has confirmed receipt of final report.
- Condition 5. (Thermal Insulation, Noise & Fire Protection between flats) – in principle recommend full discharge albeit further information required to confirm the manner in which these measures on internal walls would be added so as to ensure the historic door architrave remains in place and visible elements (as is intended with window sill and surrounds).
- Condition 12. (Joinery Details - windows/doors) be partially discharged as for it to be only fully discharged require details for the new entrance doors to the apartments and those internal doors for the apartments to be provided and found to be acceptable.
- Condition 17. (Entrance intercom/ entry system) in sufficient details provided further details required including mechanism to be used on front door itself.

Advisable to see amended Condition 2 of the original permission and consent, given respectively under 242252 and 242253, to address the revised/alterd plan showing changes that were not part of the original. To avoid confusion arising from the changes being made in the proposed plans as to what works actually have the benefit of consent and planning permission.

Comments

Additional comments here are made with respect to the submission on the 17th March of update drawings covering agreed upon modifications pertaining to retaining the door opening build out midway along the ground floor corridor, and the means for emergency smoke venting from the communal hallway and stairs.

But also the photography showing the intended rainwater hopper and downpipe to hide the ASHP pipework to the first floor and with respect to an expanded version of the Historic Building Recording report received on the 18th March, which includes additional external photographs of the features.

It should perhaps be noted at this point that with the original submission of documents and drawings of this application had been for discharge of conditions attached to the planning permission (242252), with it being agreed by the case officer to also under this application cover those same conditions on the listed building consent (242253) granted in 2025. A number of variations and also a case of overlooked matter that have resulted in a number of differences to that shown on the approved drawings.

With a change of ownership of the site since the planning permission and listed building consent were given in 2025 has led to a number of changes being noted in the submitted drawings for the discharge of conditions driven by the developer and from a realisation of an oversight in the original proposals concerning a bedroom in the roof space having no natural light/window to it.

Changes noted that differ from the approved plans under 242252 and 242253:

- Large roof skylight for attic bedroom (2) of apartment 3 - the approved plans had no provision for providing natural light for this room. The roof light on the flat roof area of the main roof should not be readily visible from the ground. As such, no particular heritage objection to it.
- ASHP – four units proposed, one for each flat, with the ASHP units to be positioned adjacent the exterior walling of the building, with one unit to be situated in front of the NE single storey element of the building, with the other situated along the rear elevation of the building. In all but one case the pipeworks from the ASHP units is to run beneath the brick plinth base of the building, other than that for flat 3, which is to have the pipework running straight up the exterior wall to enter at first-floor level and is to be masked inside a mock down pipe and hopper. Whilst from a heritage stance these are considered to have the potential to have a detrimental impact though planting around them could screen them satisfactorily.
- Alteration to have the three top lights of the triple window (F1) be altered and made mechanically outward opening (presently two are fixed and the other opens inwards) in order to comply with fire regulations requirement for an emergency smoke ventilation system for the communal area (hallway/stairs/first-floor landing area). Along with making the three fanlights outward opening each will be fitted with a mechanism attached to them to automatically open them in the case of a fire. Whilst from a heritage stance not necessarily considered to be an ideal situation due to the need to alter an original feature of the building it is however accepted on safety grounds. The scheme chosen being considered to be the least impactful means of meeting

with the fire regulations.

- Services riser cupboards – two of the dooring openings onto the hallway approved to be block up are to be converted into riser cupboards, with paired door to them, for services wiring. With one of to a doorway approved to be shut off the first floor that is situated above one of the ground floor to be a cupboard to.
- One single extract vent (for Apartment 1) through through side elevation external walling. Whilst from a heritage stance not ideal, especially given all other extraction venting is to be through the roof or the chimney stacks. Due to the long reach to have the extractor vent routed through the chimney requiring the need for unreasonable large/powerful extractor motor to pull the air through and out the chimney face in this case having one single wall extraction vent on the exterior of the building is considered to have little noticeable visual impact on the basis of the vent being coloured to blend with the brickwork.
- Damp proofing measures in the basement - whilst not previously stated works on the listed building application, it is not considered harmful to the building's significance and is certainly considered less harmful than that approved to make the basement into a habitable room, serviced by a new light well formed in the grounds in front of the building.
- Minor changes including reversing the opening direction of the retained doors to the meter room and that of the kitchen corridor to Apartment 2. Considered acceptable changes that do not unduly effect the value of these elements within the building.
- Introduction of suspended ceilings and the addition fire protection border over the exits – both works not previously sought but are considered acceptable as the works have been designed to avoid harm or loss of the historic architrave detailing to the ground and first floor ceiling.
- Airing/hotwater cylinder cupboards – this an additional feature to that of the approved plans, with one to be sited on the ground floor in flat 1's dining room, The other to be on the attic landing of flat 4. Aside from in the case of the one in flat 1 change the original dimensions of that room, these are otherwise considered acceptable changes.
- Underfloor heating, not part of the approved works however as it appears there is no historic floor coverings remaining is as acceptable works.
- Framed glass balustrade to first floor landing – not part of the scheme as approved but a necessary safety feature and considered an elegant solution that retains unaltered and visible the the original decorative timber balustrade of the landing.
- The addition of an Edwardian styled 'coach lamp' light above the main entrance - whilst the approved plans had no light shown above the entrance door there is clear evidence of there having been some form of light in that location such that a replacement of an appropriate styled light over the entrance is welcomed.
- Change to the form of the lead covered main flat roof (from its original form) due to the need to introduce ventilation beneath it with the flat roofed to be recovered with lead sheet covering it is to be altered around the junction with the tiled sloping sides to the roof, to allow for ventilation beneath the flat roof – the current arrangement amends the earlier submitted proposal

and it expected as such to result in only a minor change in appearance to the edge return of the leaded roof.

- The design for the secondary glazing units that are to be installed have been amended, to retain the existing wooden window sills and sit within the depth of the insulation build up on the inner face of the exterior walls.

Whilst much of the above mentioned differences to the originally approved drawings for listed building consent would be expected to be authorised through a new further application for consent as they are not necessarily variations that can in all cases be addressed under the conditions being sought to be discharged. That said the decision has been made by the case officer in light of the length of time the listed property has remained vacant and become damaged through water ingress and vandalism, which has seen the lead stripped from the flat roof (seemingly cause of water damage within the building), that in order for works to be commenced on site to avoid the further deterioration of the listed building to deal with the changes through this application.

Whilst with the recently submitted additional information it is now possible to recommend the full discharge of the majority of the conditions applied for and confirm from a heritage perspective with the exception for some details which to be clarified are otherwise acceptable.

Points Requiring Clarification

- With the existing historic timber framed leaded light windows of the building to be retained and repaired the annotated notes on the proposed floor drawings (drawings 25-J4803-11-001 Proposed Basement Plan; 25-J4803-11-002 Rev.C4 Proposed ground floor plan; 25-J4803-11-003 Rev.C2 Proposed first floor plan) are incorrect in would seem incorrect in stating the intention for window trickle vent, which on the existing windows has not been approved and would not be acceptable :

DECENTRALISED CONTINUOUS MECHANICAL VENTILATION (dMEV) IS TO BE USED PROVIDE WINDOW TRICKLE VENTS TO ALL HABITABLE ROOMS (NOT IN BATHROOMS, UTILITY ROOMS OR KITCHENS FROM WHICH AIR IS EXTRACTED): CONTROLLABLE BACKGROUND TRICKLE VENTILATOR MINIMUM EA 4000mm².

Recommended that these notes be removed from the drawings to avoid any confusion and mixed messages as to what is actually approved.

- Related to the details provided for condition 5 in terms of the intended addition to the addition of insulation and fire protection layer to the existing walling within the building. The issues are
 - i.) confirmation as to these measures to be taken to ensure the historic door architrave remains in place as visible and legible elements (as is intended with window sills and surrounds).
 - ii.) Confirmation that there is to be no addition of insulation measures to the side of the window reveals and that existing sills are to be retained. It is noted that on some of the section details (both through building and with the secondary glazing details) either have the existing sill chopped back and replace, whilst on some drawings shown the

top/lintel of the window reveal to have insulated added , which would compromise the ability to see the full window frame, as would also be the case where it is shown insulation is to be added the sides of the window reveal.

Date:	27/03/26	Signed:	Keith Frost Built Heritage Officer
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