

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 242252 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.	<u>3. (Building Recording)</u> 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. 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
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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 which 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.

11.(Original room doors and door surrounds)

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.

12. (Joinery Details - windows/doors)

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.
- 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. <u>21. (Bin Store)</u> 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. <u>22.(Landscape Conditions Boundary Treatment)</u> 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. <u>23. (Landscape Scheme)</u> 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 that only Conditions 21, 22 and 23 have been found to be acceptable for them to be discharged in full.

It is noted that the applicant has not applied for the discharge of the corresponding conditions (less condition 21, 22, 23) of the listed building consent given under 242253.

Furthermore, the submitted details include additional work which had not formed part of the scheme giving planning permission and listed building consent respectively under 242252 and 242252.

Comments

Condition 3 (Building Recording)

Submitted documents – Historic Building Record deposit confirmation email (from Berkshire Archaeology dated 01/08/2025)

Comments: No final version of Building Recording document actually been submitted to the Council's Built Heritage required under the condition. Whilst previously emailed (11/06/25) a link to a draft copy of the building recording document dated June 2024 and that can only be accessed with a code, the document is not downloadable. At the time of visiting the site on 09/07/25 I had not then seen the report but as a result of being made aware of further changes to be made to the doorway/step into Flat 2's kitchen and changes to space labelled C on the existing floor plans that lies across from the plant room, I advised the need for further photographic documentation of these elements.

Having looked through the draft Building Recording Document I am of the opinion that the extent of photographs taken is not extensive enough and lack adequate coverage to clearly record the historic doors and their decorative surrounding door frames, or record adequately the windows, in terms of their form, and the ceiling mouldings.

Also a lack of sufficient coverage of the entrance doors (from outside & inside) the hallway, under stairs riser/hall screen, staircase balustrade (spindles) the architectural features/details, the intricate woodwork details both with the hall and in terms of the staircase itself.

Recommendation: Condition 3 not be discharged until the specified additional recording is done and a final copy of the document, with the additional images in, is sent to the Council and to the HERS officer.

Condition 4. (Strip-out/removal works)

Submitted documents.

25-J4803-11-001 Proposed Basement Plan

25-J4803-11-002 Proposed ground floor plan

25-J4803-11-003 Proposed first floor plan

25-J4803-11-004 Proposed second floor plan
25-J4803-11-005 Roof plan
25-J4803-12-001 Proposed front and side elevations sheet 1 of 2
25-J4803-12-002 Proposed rear and side elevations sheet 2 of 2

Comments: With respect to the strip-out/removal works shown on the above set of plans whilst those for the exterior of the building are considered acceptable however with those for the interior there are a number of issues in part that involves alterations not on the approved drawings with respect to the cutting off the corner of the understairs space (Tag Note N109) in the living room of flat 4 on the first floor, changes to the walling to be removed in the room of the entrance hall that is to become the mail room, to the door openings (GL05,06 & FL02,03 and 11) on the ground floor communal areas. Furthermore, whilst not actually shown on the drawings, at the time of meeting on site, with the developer and their planning agent on 9th July 2025, I was told door G22 and its surround was to be along with the stone threshold and step into the proposed kitchen of flat 2. Those changes not part of the works given consent for, and do not appear to be shown albeit it would seem the Tag Notes N08 and N13 refer to these changes. Also, with respect to N101 to N104 alterations to the landing window were not part of the works for which consent was given.

Recommendation: Condition 4 not be discharged until the above matters have been addressed in an acceptable manner.

5. (Thermal Insulation, Noise & Fire Protection between flats)

Submitted documents

25-J4803-11-001 Proposed Basement Plan
25-J4803-11-002 Proposed ground floor plan
25-J4803-11-003 Proposed first floor plan
25-J4803-11-004 Proposed second floor plan
25-J4803-11-005 Roof plan
25-J4803-13-001 Proposed sections
25-J4803-16-001 Construction types sheet 1
25-J4803-16-002 Construction types sheet 2

Comment: There are several elements of concern here:

- Insulation measure for the ground and first floor ceilings – the submitted drawings show the intention is to overboard the existing historic ceilings with sound blocking boarding. Given the historic original architrave mouldings of the ceiling, it would be necessary for the applicant to be able to state how the over boarding and addition of new false ceiling is to be achieved without damage to the architrave mouldings.
- Concern with respect to the ground floor of the new false ceiling cutting across/intruding on the top of the window reveals.
- Addition of insulation to walling on ground and first floor would seem likely to impact/cover features such as the historic door frames and will with the window reveals result in the loss of the original sills and some loss of visibility of the frames to the windows.

It is noted the proposed floor plans of the Room Data Sheet drawings 25-J4803-11-

001; 25-J4803-11-002; 25-J4803-11-003; and 25-J4803-11-004 appear to show those changes to the building as per the approved drawings of 242252 and as such differ from the floor plan drawings 25-J4803-11-002; 25-J4803-11-003; and 25-J4803-11-004, which along with drawing 25-J4803-11-005 (roof plan), depict changes that are additional to the approved drawings of 252252 and 252253.

Recommendation: Condition 5 not be discharged until acceptable measures have been agreed upon with respect to alteration to the top lights of the landing window and to the over-boarding of the ceilings to the ground floor, along with alteration/replacement of the internal window sills.

6. (Secondary Glazing Details)

Submitted documents

25-J4803-16-003 Superstructure details
25-J4803-16-004 Window and door details
25-J4803-16-005 False door G15 details
25-J4803-16-006 Secondary glazing details sheet 1
25-J4803-16-007 Secondary glazing details sheet 2
25-J4803-16-008 Secondary glazing details sheet 3
25-J4803-16-009 Secondary glazing details sheet 4
25-J4803-16-010 Secondary glazing details sheet 5
25-J4803-16-011 Secondary glazing details sheet 6
25-J4803-16-012 Secondary glazing details sheet 7
25-J4803-16-013 Secondary glazing details sheet 8
25-J4803-16-014 Secondary glazing details sheet 9
25-J4803-16-015 Secondary glazing details sheet 10
25-J4803-16-016 Secondary glazing details sheet 11
25-J4803-16-017 Secondary glazing details sheet 12

Comments: The details for the form of openable secondary glazing system to the existing windows is in principle acceptable, however the means by which it would be fitted, in almost all cases, would require the total loss of the internal timber sill (or the least the need for it to be cut back)

Recommendation: Condition 6 not be discharged until a more appropriate form is submitted that does not require alteration to the existing historic window (including its surrounding frame and internal sill).

11.(Original room doors and door surrounds)

Submitted documents

25-J4803-16-003 Superstructure details

Comments: There is the expectation for those original offices doors off of the communal area to the ground and first floors to be retained in situ, as they are original features/fittings that as with those original windows, contribute to the significance of this designated heritage asset. However, the additional drawings 25-J4803-11-002 (Proposed ground floor plan) and 25-J4803-11-003 (Proposed first floor plan) indicate changes to those believed to be original door, which were to be fixed closed in their openings. Now services riser cabinets are now to replace several

of the originally to be retained doors.

Additionally, the submitted details do not state where the displaced historic doors are to be re-sited but it is noted the proposed floor plans of the Room Data Sheet drawings 25-J4803-11-001; 25-J4803-11-002; 25-J4803-11-003; and 25-J4803-11-004 include appendix of photographs that amongst other images appear to show a number of the historic doors and surrounds.

Recommendation: Condition 11 not be discharged until time as acceptable details/solutions have been provided.

12. (Joinery Details - windows/doors)

Submitted documents

25-J4803-16-004 Window and door details

25-J4803-16-005 False door G15 details

25-J4803-16-006 Secondary glazing details sheet 1

25-J4803-16-007 Secondary glazing details sheet 2

25-J4803-16-008 Secondary glazing details sheet 3

25-J4803-16-009 Secondary glazing details sheet 4

25-J4803-16-010 Secondary glazing details sheet 5

25-J4803-16-011 Secondary glazing details sheet 6

25-J4803-16-012 Secondary glazing details sheet 7

25-J4803-16-013 Secondary glazing details sheet 8

25-J4803-16-014 Secondary glazing details sheet 9

25-J4803-16-015 Secondary glazing details sheet 10

25-J4803-16-016 Secondary glazing details sheet 11

25-J4803-16-017 Secondary glazing details sheet 12

Comments: Drawing 25-J4803-16-004 (Cill, Head and Reveal Details) shows in Detail 7 and 8 sectional views only for it is assumed is G09 (kitchen door to flat 2) external doors and windows, with the door sections seemingly depicting a panelled form of door as opposed to that shown in proposed elevations views of a planked ledge & braced form. This would seem to also be the case with sectional drawing 25-J4803-16-005 False door G15 details. In this case the section also has a threshold to the false door, which is thought inappropriate and unnecessary in this case, with the remodelling of the brickwork below the opening and as such it is recommended the timber threshold be omitted.

Despite the requirement under the condition for details for all the internal doors at ground and first floor levels no such details appear to have been provided.

Drawing/document 25-J4803-027-010 C1 External Opening Schedule, which is not indicated to be linked to condition 12, refers to first floor windows F3; 8; 12 & 13 being made to be 'escape window to comply with AD Part B1', it is not made clear whether this would require modification of these windows, as to do so may require the need for consent (as with the landing window)?

Recommendation: Condition 12 not be discharged until further acceptable details have been provided. This will need to include confirmation with respect to the door sections forms to exterior doors G09 and G15 are to be planked/ledge & braced

doors, with the threshold to G15 removed/omitted. Furthermore, details for the internal doors at ground and first level have been provided and found to be acceptable.

Condition 17(Entrance intercom/ entry system)

*Submitted documents - Condition 17 Example freestanding door entry system,
Drawing 25-J4803-11-002 Proposed ground floor plan.*

Comments: Whilst the location shown on the ground floor plan for the door entry post mounted system is acceptable however the provided image showing an 'example of a post mounted freestanding door entry system' is itself not adequate to allow the condition to be discharged. Do expect details for specific system to be used, as we are otherwise unsure what would be installed.

Furthermore, no detail is provided with respect to the electronic locking mechanism to be used on the historic entrance door and as such cannot tell whether the system would require alteration/harm to the door. This would do for any form of self-opener to it or to the inner hallway door.

Recommendation: Condition 12 not be discharged until further information, detailing the actual system to be use and how the main doors would be locked/unlock, has been submitted and found to be acceptable.

21. (Bin Store)

Submitted documents - 25-J4803-11-006 Bin and Cycle store.

Comments: Considered acceptable.

Recommendation: Condition be discharged.

22. (Boundary Treatments)

*Submitted documents - 1788-L90-300 Detailed Planting Plan
25-J4803-10-001 Proposed site plan*

Comments: the proposed physical boundary treatments of the post & chain boundary treatment to the front of the buildig, metal estate railings and the chestnut post & rail fencining arw considered appropriate treatments.

Recommendation: Condition be discharged.

23. (Landscape Scheme)

*Submitted documents - 1788-L90-100 Coloured Landscape Plan
1788-L90-200A Hard landscape Plan
1788-L90-300 Detailed Planting Plan*

Comments: Details acceptable, including post and chain boundary treatment to front of building.

Recommendation: Condition be discharged.

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

- Large roof skylight for bedroom 2 of flat 3
- ASHP
- Alteration to make fixed top lights of the triple window (F1) serving the landing.
- Services riser cabinets
- Vents through to external wall face.
- Basement damp proofing measures
- Changes to opening of a ground floor door
- Proposed vents to exterior walling
- Replacement of lead covering of the flat roof with a mebrane material and seemingly build up of height of main flat roof area.

Further remarks

On the following drawings 25-J4803-11-001 Proposed Basement Plan; 25-J4803-11-002 Proposed ground floor plan; 25-J4803-11-003 Proposed first floor plan; 25-J4803-11-004 Proposed second floor plan; and 25-J4803-11-005 Roof plan, it is noted in the 'Note' attentions the following are referenced.

- ALL EXTERNAL WINDOWS OPENABLE OUTWARD, UPVC FRAME, DOUBLE GLAZED, ALL TO CLIENT'S CHOICE; REFER TO SPECIFICATION FOR U VALUES.
- IF VENTILATION CONTINUOUS MECHANICAL VENTILATION (MEV) 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. IF VENTILATION CONTINUOUS MECHANICAL VENTILATION WITH HEAT RECOVERY (MVHR) IS TO BE USED - NO TRICKLE VENTS REQUIRED.
- SAFETY GLASS - ALL WINDOWS WITHIN 800mm, DOORS WITHIN 1500mm AND GLAZED PANELS WITHIN 300mm OF A DOOR OPENING AND 1500mm OF THE FLOOR LEVEL ALL TO BE TOUGHENED SAFETY GLASS AND SUITABLY MARKED IN ACCORDANCE WITH BS6206

Date:	14/11/25	Signed:	Keith Frost Built Heritage Officer
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LBC 25223 Condition 8.

Extraction vents, gas flues, external pipework and/or ducting 8. Notwithstanding the details submitted, no gas flues, extraction vents, overfall pipes and/or pipework, wiring (for power, and/or telecommunications, including CCTV cameras), services ducting and or light fittings shall be added to the external elevations other than those shown on the plans as approved, unless otherwise agreed in writing by the local planning authority prior to works being undertaken.