
MEMORANDUM

From:	Built Heritage Officer		
Service	Green Infrastructure	App No:	242252 + 242253
Address:	Moat House, Biggs Lane, Arborfield, RG2 9LN.		
Proposal:	242252: Full Planning Permission for the change of use of the Moat House building from office (Use Class E) to residential (Use Class C3) to provide 4no. residential dwellings and associated internal roads, parking, landscaping, drainage, plant, bin, and cycle storage. 242253: Application for Listed Building consent for the proposed change of use of the Moat House building from office (Use Class E) to residential (Use Class C3) to provide 4no. residential dwellings and associated internal roads, parking, landscaping, drainage, plant, bin, and cycle storage.		
Heritage Asset:	Moat House – grade II listed building since 2014. Moated site north of Moat House – Schedule Ancient Monument. Listed Buildings and Scheduled Monuments are classed as designated heritage assets under the NPPF (2023) and in the Council's Local Plan policies.		
Site Visit Made:	Yes - for a pre-application enquiry		

Summary Of Recommendations

From a heritage stance the proposed conversion to residential flats of the Moat House would overall not prove harmful to its significance, as a designated heritage asset, whilst the proposal being also considered through removal of later additions to the exterior of the building and in changes to be made to its immediate setting see improvements to the appearance and setting of it too. Whilst with respect to the moated site, a Scheduled Monument that lies directly adjacent to the northern site boundary the scheme as proposed has no direct physical impact on it or to its setting.

That said with respect to the alteration of the Moat House itself further details are considered necessary to ensure that in undertaking works to convert and upgrade the building for residential apartments avoids avoidable harm to or loss of original internal features of the building. Whilst ideally such additional details is best provided prior to determination, such information can be controlled by means of conditions.

No objection subject to the provision of additional details as set out in the suggested condition proving to be acceptable.

Comments On Proposal

Moat House is an early Edwardian era building that gained listed building status in 2014. Built as Officers residence for the then newly formed Army Remount service, Moat House has subsequently been used for many years for administration/office purposes. Externally this Jacobean styled two and attic storey red brick appears little changed from when built and has retained all of its original leaded light windows, and main entrance door. Internally, there have been the sub-division of several rooms made, along with the replacement of the fireplaces and of a number of the original room doors, that said along with the original panelled Jacobean styled entrance hall and staircase and several original room doors, the as built planform still remains in the arrangement of rooms to either side of a spinal corridor. Externally the addition of soil pipes and other additions to the building, such as light fittings and cabling, have proved harmful to its appearance.

Proposal for Residential Conversion into 4no.Apartments

The proposal is to create two ground floor flats, along with two first-floor and attic duplex flats and will require changes to the internal configuration of the building along with minor external alterations too.

Internal Wall Removal/Opening

Proposed conversion works would have an impact on the building's historic planform through require removal of small areas of original internal masonry walling between principal rooms in order to form new doorway access between these rooms, along with removal of masonry walling in order to form the kitchen and bedroom spaces for the ground floor apartment 2. Overall whilst it is acknowledged the harm caused by the small amount of historic walling to be removed from a heritage stance does not unduly affect the significance of Moat House.

That said, there are elements as proposed, which it is advised require amending in order to better reveal historic elements and to improved evidence of the building's former historic internal layout. To that end, on the ground-floor where there is to be alterations made to the small room off the entrance lobby where new walling is to be introduced to square-off the wall to bedroom to apartment 2's bedroom. This is considered to be a poor arrangement and partially obscure the opening reveal to the lancet window in the exterior wall. It is recommended that the new walling intersection with the exterior wall is amended so as to ensure it does not overlap the window reveal and sufficient space between the wall and window reveal to given to protect the legibility of that window from inside.

The other issue that it is considered needs addressing is the matter of retaining masonry wall nibs as evidential indication of the original layout of walls in those locations where new openings are to be formed on the first floor and to the kitchen to apartment 2 where an internal masonry wall is to be completely removed.

The first floor of the building largely replicates that of the ground-floor in its planform and proposed alterations however unlike with the ground floor where new openings

between rooms are to be formed wall nibs are kept, these are not replicated on the proposed first floor plans. Ensuring the retention of masonry wall nibs where opening between rooms are being formed and where walls are to be removed provide are considered to be important visual indicators of the historic planform of the building. As such, there is the expectation for the proposed floor plans to be amended accordingly.

Entrance Hall & Main Staircase

The historic panelled Jacobean style entrance hall, main staircase and first floor landing are considered significant original features and are not proposed to be altered under the scheme for residential conversion and as such from a heritage stance is welcomed.

Original Room Doors & Surrounds To The Axial Corridors

As part of the proposed internal alterations a number of the existing room doorways to the axial corridor on the ground and first floors would be closed off in order to rationalise the entrances off the axial corridors to the flats.

Several of the room doorways onto the corridors are the original panelled doors with moulded door frame surrounds and it is proposed for these to be retained as non-functioning where a doorway off the corridor is to be stopped up. That said, these original doors do not appear to have been identified on the proposed plan. Furthermore, it understood those existing doors to those doorways that are to become the flat/apartment entrance need to be replaced and although not thought shown, several of the existing doors are original.

There would be the expectation for these historic original room doors to be re-used elsewhere where the corridor doors are non-original, and in all case the moulded door surrounds are to be retained.

Presently there is insufficient details submitted under the application to identify which of the room doors are original and are to be retained and/or relocated. Such information is considered necessary and is expected to be provided ideally prior to determination of the applications albeit otherwise under a condition to any consent given.

Historic Internal Elements

From the listing description for Moat House and as noted on a pre-application visit along with original elements of the building, such as the entrance hallway, main stairs, leaded light windows and a number of original six-panel room doors there are lesser remaining original architectural elements to the ground and first-floor rooms that include picture rails, deep skirtings and moulded cornices, along with laith and plaster ceilings, throughout. These original historic elements do not appear to have been identified or assessed under the application heritage assessment. Given, that with almost certainty works to convert Moat House to a residential use and to make it compliant with building regulations with respect to thermal efficiency, fire and noise proofing between residential units will require the need for interventions to walls, floors, and ceilings. The nature of such measures required has not been provided

and as such it is not possible presently to assess what the impact such works would have on those original architectural details within the building and which are contributory to the historic appearance and significance. In an ideal situation such information would be of the application, in order to be able to more fully understand and assess the impact to the designated heritage asset rather than dealing with these element by means of a condition where there is the potential for what is being applied being found unacceptable on heritage grounds.

External Alterations

Externally the proposed scheme would see positive changes that better reveal the original appearance and form of the Moat House through the removal of non-original soil pipework from the front elevation of the building, the grilled vents below the front roof dormer. Removal of these detracting elements would be from a heritage stance positive changes to the appearance, as would the removal of redundant cabling and those other modern appendages added to the building.

There is the expressed expectation to avoid installation of any new pipework and/or cabling to the exterior elevation of the building and to minimise new openings for extractions vents and flues other than through the roof.

Basement Opening & Lightwell Pit

Proposals to reopen a bricked in window to the small basement space for the window opening to be enlarged to form French doors to open into a full depth lightwell pit that along with providing light would provide a means of fire escape from the basement. These proposed changes are in principle considered to be acceptable although presently there is insufficient information to understand how the lightwell is to be formed (materials, means of escape, and height of any upstand to it). However, these details can be dealt with by means of a condition.

As for the proposal to have a glass balustrade around the top of the light well there are concerns with that in terms of visual impact, safety, and practicality of that approach. It is believed consideration need to be given to perhaps a more traditional approach to protecting the lightwell, such as metal railings.

Site Landscape/Layout

The proposed landscaping plan is considered to be appropriate and beneficial to the setting of the listed building and the adjacent Scheduled Monument. With the proposals for measures to prevent vehicles being parked directly in front of Moat House to be applauded, as with the proposal to site the bin/bicycle store away from Moat House. That said it is thought more details are required with respect to the treatment of the area in front of the building to ensure the measures have no long term impact and adequate drainage is in place.

Summary

Overall from a heritage perspective the proposed works to convert Moat House into four residential flats is considered to maintain what is of significance about this building as a designated heritage asset, and would see its appearance and setting improved, whilst the proposed residential conversion would also secure the building's future and upkeep.

As such from a heritage stance the proposed scheme is supported albeit it is believed there is a need for further details to be provided to ensure in the conversion of the building for residential use would not impact historic internal features and elements. Furthermore it is also believed there needs to be some small amendments made to the proposed floorplans to address a need to keep more masonry wall nibs and to not avoid new walling overlapping a window opening.

Lastly, as the proposals would lead to permanent changes to the internal configuration of the building there would be the expectation to have a photographic historic building record made of Moat House before works are commenced to convert it.

Additional Details/Conditions

Those with bold text heading it is suggested should on both the Listed Building Consent and planning permission decision notices.

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/understanding-historic-buildings/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.

Reason: In order to maintain a record of the features to be altered/demolished which form part of the historic development of the site. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

CN1 DETAILED DRAWINGS (Strip-out/removal works)

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, 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 approved details.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

CM7 FURTHER DETAILS REQUIRED (Thermal Insulation, Noise & Fire Protection between flats)

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.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

SECONDARY GLAZING DETAILS

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 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.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

REDUNDANT EXTERNAL PIPEWORK, CABLING & FITTINGS

Notwithstanding the details submitted, all redundant wiring, pipework and/or non-historic fixtures affixed to the external elevation of Moat House are to be removed and surfaces repaired and made good to match that of the surrounding fabric.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

EXTRACTION VENTS, GAS FLUES, EXTERNAL PIPEWORK, and/or DUCTING.

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.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

UTILITY METER BOXES (GAS, ELECTRICITY, WATER)/ BROADBAND BOXES

Notwithstanding the details submitted utility meter boxes or those for broadband services shall not be installed on the exterior walling of Moat House or be site immediately adjacent, unless otherwise agreed in writing by the local planning authority prior to works to install the utility boxes being undertaken.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

JOINERY DETAILS (Windows/Doors)

Notwithstanding the details submitted, no works shall take place to replace and/or install windows, exterior door(s) and the ground and first-floor room doors, 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.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

CN7 External brickwork

Any areas of external brickwork required to be re-instated in accordance with the approved plans shall match the existing brickwork in brick colour and size, mortar colour, and pointing and bonding detail.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

CN8 Re-pointing – Sample Panel

No re-pointing of the external brickwork shall be carried out until a discreet sample area showing the proposed mortar composition and colour and method of pointing has been prepared on-site and approved in writing by the local planning authority. The works shall thereafter be undertaken in accordance with the details so approved.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

BASEMENT FIRE ESCAPE/LIGHTWELL

Notwithstanding the details submitted, no works are to be undertaken to the basement to enlarge the window opening and form the access/light well until details of the size and form of the lightwell to the basement has been submitted to and approved in writing by the local planning authority. Details to include the dimensions and cross-sectional form of the light well, any fire-escape measures to climb out, as well details to confirm the height and form of any upstand surrounding it and/or safety measures to it. Additional details are to confirm the materials and external finishes for the access/light well.

Works to basement and the access/light well shall then be undertaken in accordance with the details as approved.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

RETENTION OF MASONRY WALL NIBS DETAIL WHERE INTERNAL MASONRY WALLS TO BE REMOVED AND/OR WHERE NEW DOOR OPENINGS TO BE FORMED BETWEEN ROOMS

Notwithstanding the details submitted, where internal walls to be removed and/or new door openings to be formed under this hereby approved scheme, masonry nibs are to be retained, including in the case of new door openings to be formed beside a room fireplace build-out, a small section of the dividing masonry room wall be retained as a 'nib' along with a matching masonry wall nib where the walling dividing the former rooms bisects with the walling of the corridor/hall, unless otherwise agreed in writing by the local planning authority prior to changes being made to the walling.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

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.

Reason: In order to safeguard the special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.

Date:	29/10/2024	Signed:	Keith Frost Built Heritage Officer
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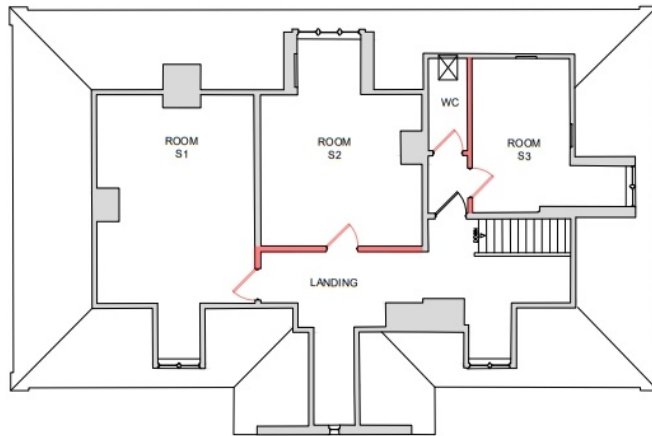
Suggested alternative landscape condition wording.

CAR PARKING PREVENTION MEASURES & PLANTING TREATMENT DIRECTLY ADJACENT TO MOAT HOUSE

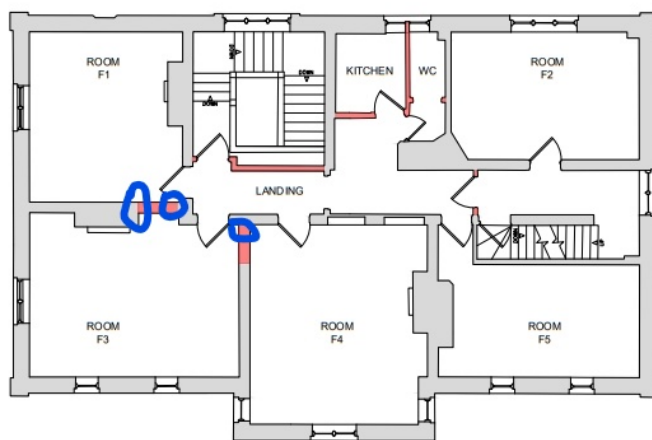
Notwithstanding the details submitted no works to be undertaken to form the create the area of planting and landscaping immediately adjacent to Moat House until details of these elements have been submitted to and approved in writing by the local planning authority. Details shall confirm the materials and finishes of solid surface treatments to be used next to the building, as well as the form and height of enclosures for the shrub planting.

Landscaping works adjacent to the Moat House building shall then be undertaken in accordance with the details as approved.

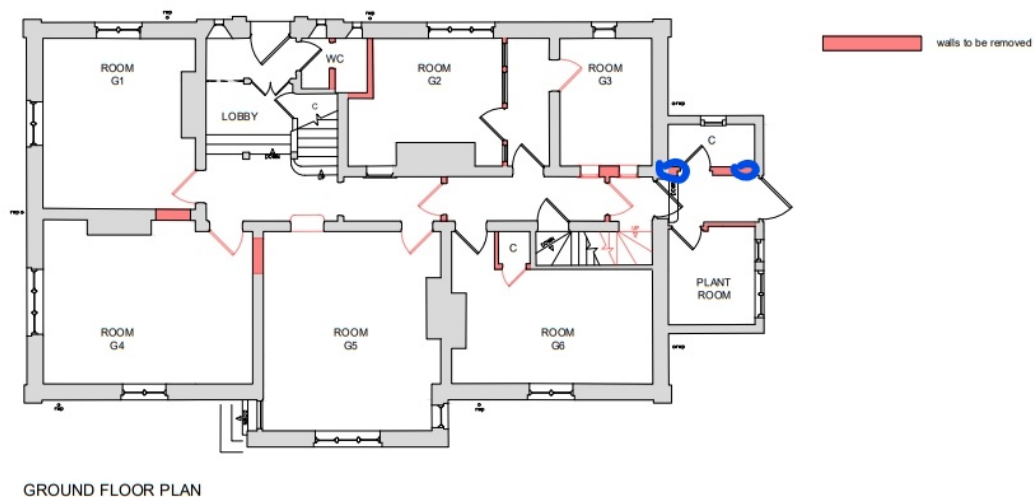
Reason: In order to safeguard the setting and special architectural or historic interest of the building. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.



SECOND FLOOR PLAN



FIRST FLOOR PLAN



GROUND FLOOR PLAN

Existing Plans showing demolition works in red. Blue circled areas being masonry walling nibs expected to be retained.

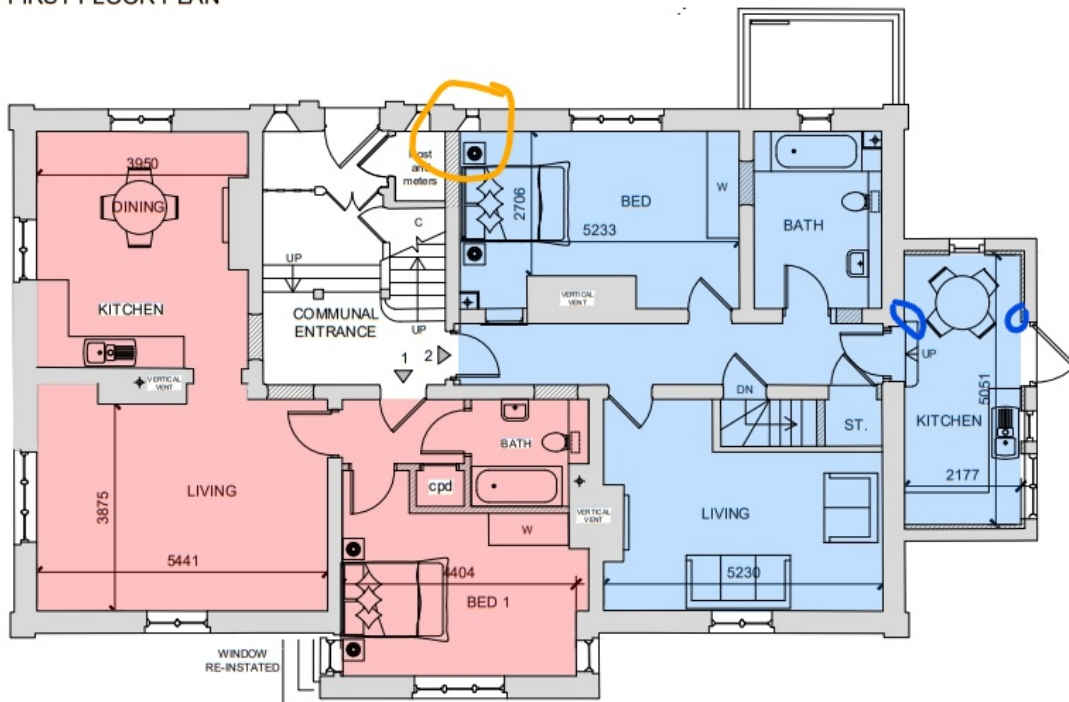
Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Public: Information that can be seen and used by everyone inside and outside the Council.

SECOND FLOOR PLAN



FIRST FLOOR PLAN

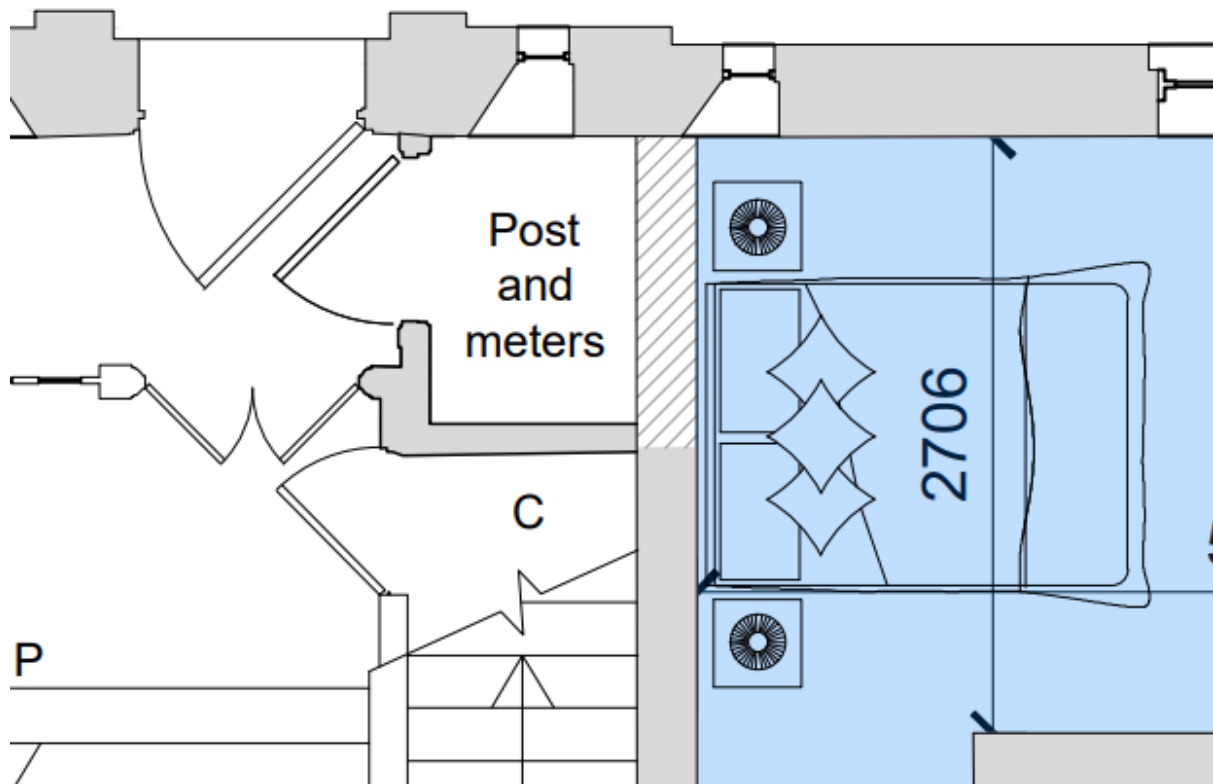


GROUND FLOOR PLAN

Proposed Ground & First Floor = blue circles mark location where masonry wall nibs are expected to be retained to delineated historic planform configuration. The yellow encircled element is considered to be an awkward and undesirable intersection of new walling with window (enlarged view below)

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

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As proposed - poorly details new bedroom wall intersection with window.