
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

The Built Heritage Officer overall has **no objection**, subject the conditions set out below.

Further details are necessary in order to ensure the historically significant features of the building are retained, which can be dealt with by means of conditions for the retention of the original windows, room doors (and surrounds) as well as the entrance hallway, partitions, staircase and panelling.

Comments

The comments below are in response to the amended plans received on 29th November 2024, with reference being made back to those original comments from Built Heritage, dated 31st October 2024.

The amend plans now shows where walling is to be removed within the building and/or new doorways are to be formed there is now to be the retention of small sections (nibs) of the existing walling, in order that the original plan form of the

building remains legible. Likewise, the adjustment made to the position of a new internal wall on the ground floor now avoids the previously intended placement tight to the edge of the lancet window reveal to the left of the main entrance. These changes are from a heritage stance welcomed and address the previously raised concerns with those aspects of the proposed scheme. It is also noted some amendment has been made to the intend internal layouts that clarify the location of the vertical routes for services pipework and soil pipes through the building, and in so avoiding the unsightly addition to the exterior of pipework. Again this

Existing Original Features

Under the section on the application form headed 'Listed Building Alterations', the applicant have answered yes to those questions concerning works to the 'exterior', 'to any structure or object fixed to the property internally or externally', and to the question concerning 'stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)' With it being state on the form that where the answer is 'yes' there is the need to 'provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed.' Whilst the submitted plans do show the internal walling that is to be removed, the plans do however do not give any indication as to any intend replacement of the existing lath and plaster ceilings or floorings. As such it is taken that the historic ceilings and flooring within the building is to be retained and any replacement of these would be expected to be the subject of a further application for listed building consent being made and approved.

As for those other remaining historically significant features of Moat House, under this applications, made here, excludes any proposal to have replaced and/or altered the existing original ground and first floor windows. Nor do the proposed plans and documents set out any intend replacement of the existing entrance door, or to the Jacobean styled entrance hall (with its glazed inner screen, panelling) and staircase, other than the removal of a modern partition wall to the first floor landing area that would better reveal the balustrade to the landing. That said it would appear some form of safety measures could well be necessary to protect people from toppling over the balustrade. Inappropriate alterations (painting of the woodwork, cutting into the panelling and or woodwork for light/power sockets, new lighting, sensors etc.) to the historic hallway and staircase needs to be avoided and as such it is recommended these historic elements be afford protection by means of a condition.

Whilst previously Built Heritage had sought additional details to identify on the plans the location on the ground and first floors the historic original room doors and their surrounds, no such details appear to have been provided. Discussions on site with the applicant were for retention of these historic room doors and their decorative door frames, and in the cases where a doorway is to be closed off (as in the case of units 1 and 2,) the door (minus door furniture/opener) would to be retained in situ with their door surround on the corridor and blocked up behind. In the case of the where an original room door cannot be retained in situ and fixed closed, it would be expected that the door be reused elsewhere within the building. To that end, and for clarity purposes it is considered that this be achieved by means of a condition.

In summary from a heritage stance the proposed works to convert Moat House into 4no. residential apartments is generally considered acceptable and despite there

being expected level of details with respect to some aspects of the proposals (including noise and fire insulation measures, communal hallway, window and door details) it is otherwise believed subject to further details be found acceptable with respect to the conditions set out below, that the historic appearance and significance held by the Moat House would be maintained and in some respects (removal of external pipework, repairs to external brickwork) see the building's exterior improved. As such on the basis of the amended plans and the inclusion of the conditions set out below, the Built Heritage Officer recommendation is for the approval of the scheme.

Additional Details/Conditions

Those conditions with heading in a bold text should it is suggested should appear 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 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 (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.

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.

ENTRANCE HALL, MAIN STAIRCASE & FIRST FLOOR LANDING

Notwithstanding the details submitted there are to be no alterations (including painting the woodwork, cutting holes into the panelling to insert switch/plug sockets/sensors etc) made to the historic entrance hallway (including front door glazed partition, doors and panelling) or to the main staircase (and wall panelling) and first floor panelling and balustrade at the top of the main stairs, unless otherwise agreed in writing by the local planning authority prior to undertaking those alterations

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.

ORIGINAL ROOM DOORS & 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.

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 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.

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.

CN2 MATCHING FINISHES

All new works and works of making good to the retained fabric, whether internal or external, shall be finished to match the adjacent work with regard to the methods used and to material, colour, texture and profile.

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 it for it 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 NIB DETAIL WHERE INTERNAL MASONARY 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.

CC1 - BOUNDARY TREATMENT (only necessary on Planning Permission DN)

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.

Reason: In order to safeguard the setting and 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.

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 immediately 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 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:	14/01/2025	Signed:	Keith Frost Built Heritage Officer
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