

MEMORANDUM

From:	Built Heritage Officer	Service:	Green Infrastructure
Application No.	251543 + 251544	Site Visit Made:	Previously.
Address:	Sussex Lodge, Sussex Lane, Spencers Wood, RG7 1BY.		
Proposal:	251543: Application for submission of details to comply with the following condition of planning consent 250179 dated 26/1/2025. Condition 3 relates to Windows and Doors, Condition 4 to Outbuilding Brickwork, Condition 5 to Insulation Measures, Condition 6 to Flinch Plates and Condition 7 to Chimney Breast. 251544: Application for submission of details to comply with the following condition of listed building consent 250178 dated 01/04/2025. Condition 3. Joinery Details. 4. Methodology Statement. 5. Insulation Details. 6. Flinch Plate Details. 7. Chimney Breast Details.		
Relevant built heritage condition text.	3. Notwithstanding the details submitted, no works relating to internal and external windows or doors shall take place until full joinery details to install the hereby permitted replacement windows and doors have been submitted to and approved in writing by the local planning authority within 3 months of the date of this decision. Details are to include: • Documentation, in the form of elevation drawings that identifies the location of the windows and doors on the listed building that are being replaced. • 1:10 or 1:20 scaled drawings of the new timber framed windows/exterior door(s), along with vertical and horizontal cross- sections. • Profile drawings at 1:2 scale of the glazing bar and frame moulding details. • Profile drawings at 1:2 scale for door frames 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 window frame and door finishes • Door and door surround frame material choice. Installation of the replacement windows and doors is to then be undertaken in accordance with the details as approved. 4. Notwithstanding the details submitted, within 3 months of the date of this decision, a methodology for the rebuilding of the outbuilding's eastern elevation and repointing/repairing of the external brickwork of the outbuilding shall be submitted to and		

	approved in writing by the local planning authority. The methodology statement shall include: - A 1sqm sample of the bricks and mortar, including burnt headers - An elevational plan indicating the arrangement of the brick walling pattern - Choice of pointing and repair methods The approved works shall be undertaken in accordance with the details as approved unless otherwise agreed by the local planning authority in writing. 5. Notwithstanding the details submitted, no works relating to insulation measures within the former pantry/storage room and its ceilings (as identified as 'storage' on plan no. SL116C) until details of the proposed insulation have been submitted to and approved in writing by the local planning authority within 3 months of the date of this decision. Details are to include: • Scaled sectional drawings through the walls, floor, and roof of the single storey side extension of the former pantry/store, detailing the insulation measures for the walls and roof and floor treatment /build-up. • Drawings to confirm the finished /re-laid floor level/height. • Details to confirm how the build-out of the internal walling surfaces due to the introduction of insulation measure would be dealt with around window and exterior door openings. Insulation works shall then be undertaken in accordance with the details as approved. 6. Notwithstanding the details submitted, no works to install flinch plates to the roof timbers of the outbuilding shall be carried out until details have been submitted to and approved in writing by the local planning authority within 3 months of the date of this decision. Details required would need to include the form, size, finish and location of the flinch plates. The installation of the flinch plates shall then be undertaken in accordance with the details as approved. 7. Notwithstanding the details submitted, no works to dismantle and/or alter the brick chimney breast of the former pantry/storage room (as identified as 'storage' on plan no. SL116C) until full details of its dismantling and reconstruction have been submitted and approved in writing by the local planning authority within 3 months of the date of this decision, including the extent of repair and/or rebuilding works of the brickwork and details of the intended mortar mix. Works to the chimney breast brickwork and new areas of brickwork shall then be undertaken in accordance with the details as approved.
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Summary Of Recommendations
• Condition 3 – should not be discharged – certain elements proposed are inappropriate and/or require further clarification as elements had not been considered to be part of the works consented/. Furthermore, details also required to cover all new windows to the outbuilding range. • Condition 4 - should not be discharged, as further details required along with 1sq metre sample panel to be built on site for the Built Heritage Officer to assess and to the lime mortar and finish to the pointing is confirmed to be acceptable. • Condition 5 – should not be discharged - details are in part not acceptable and/or further details necessary that would need to be acceptable before it can be recommended for discharge. • Condition 6 – can be discharged in full. • Condition 7 – subject to written confirmation being given confirming the chimney breast brickwork is to be tied in to brickwork to Sussex Lodge only through the use of metal ties (no keying in of bricks of the chimney breast into Sussex Lodges walling brickwork) – on that basis this condition can then be discharged in full.
Comments
Details submitted: • Application Form, • Cover letter, dated 30/06/2025. • Supporting Document Summary • Brickwork Alterations (Outbuilding) Method Statement • Chimney Breast Dismantling And Rebuilding Method Statement • Flitch Plate Details • Cottage Casement (Ovolo) 18mm – Double opening horizontal section detail, - Vertical Section Detail: Top / Bottom Rail. • Cottage Casement (Ovolo) 18mm Unit – Vertical Section Detail – Glazing Bar Details • Stable Door (Ovolo) (Open Out) – Vertical Section Details - Glazing Bar Details - Vertical Section DetailsProperty Cill Opt • SL107E – Proposed Elevations – Front & rear • SL108D – Proposed Elevations – Sides • SL120 (March 2023) - Cross-Section – Insulation to Walling & Flooring, inc. Under-floor Heating. • Sectional View - Window Reveal Insulation Detail <u>Condition 3 (Windows & Exterior Doors)</u> • <u>Exterior Doors</u> The stable door details from Timber Windows are date 2017 and appear to be the manufacturer's generic drawings showing elevation and cross-sections views, with various infill panel, glazing/glazing bar, and sill options. It has not been specified with

the drawings as to which of the options for the stable doors is intended. It is noted the outer frame surround to the door is narrow, until the wider ones to be found around the existing doors. Furthermore, it is not stated where this stable door design is to be used on the outbuilding and/or is for all the exterior doors to the outbuilding to have these stable doors, including that to the end stable element, which has a foxed fanlight over. It appears that no previous indication on the approved elevation drawings under applications 250178/9 take any of the existing exterior doors (and windows) of the outbuilding were to be replaced. And if it had always been the intention to replace the exterior door, the approved proposed elevations depict close boarded doors just like the existing, along with seemingly a two-panel door within the link element, where presently a modern half glazed uPVC brown coloured door is. Likewise, it appears to be a similar situation on the proposed plans for windows of the outbuilding that appear the same form as the existing.

Where the proposed stable door form to be used sparingly this would not unduly impact the appearance of the outbuilding. However were all the exterior doorways to be of the stable door form proposed, this would be considered to have a visually detrimental impact, adding further to the dilution of the outbuilding's appearance that would become increasingly more domestic looking.

- Outbuilding Windows

As with the stable door drawings those for the outbuilding's windows do seem to be generic drawings produced by Timber Windows for Cottage Casement (Ovolo) 18mm units' in the form of flush sash and paired side hung casement that have 18mm double glazed units to them. Whilst the submitted drawings are not specific to the individual windows of the outbuilding, including the 2 no. square windows, the Cottage Casement design, with no glazing bars, is otherwise acceptable, as none of the side elevation windows have any.

It is noted that part of the submission of drawings for the windows includes that from Timber Windows for 'Cottage Casement (Ovolo) 18mm units -Vertical Section - Glazing Bar Details' that depict applied glazing bars with spacer between the sheets of glass. Firstly, there would be the expectation here for traditional integral through glazing bars as opposed to applied ones. Secondly as mentioned above the outbuilding windows do not have any glazing bars. The exceptions to this are high-level narrow window of the stable end of the outbuilding, which is vertically divided and that of the adjacent fanlight over the stable door. Here it is noted no specific joinery detail has been provided for either of those windows, which if not fixed lights would be top or bottom hung if to be openable.

- Former Kitchen & Pantry/Store Windows Replacement

The annotated elevation drawings (SL107E and SL08D) submitted under this application to discharge the windows and exterior doors condition identifies 3 no. small square windows to the store on the side of the former kitchen are to be replaced along with the large four light multipane window on the NW facing elevation of the former kitchen.

It is believed the replacement of these windows for which I do not recall any indication were to be replaced in the previous approved applications or even the most recent ones. As such, the no assessment previously of the significance of these windows

or justification for their replacement has been provided and neither have the windows being studied at the time of visiting the site either. It is therefore believed the replacement of these windows had not formed part of the works for which consent was given for.

It should also be pointed out, in checking up about whether the windows had been part of the consented works has resulted in it being noted a small square window on the NW facing elevation of the former kitchen has been consistently missed off the existing /proposed plans on all the applicant's pre-application and application submissions.

Given the applicant seeks to replace the windows of the former kitchen and store it seems likely then that the applicant would also be seeking to replace this omitted window to.

The existing 3no. small square windows to the store and that one on the NW facing elevation of former kitchen are from photographic evidence original. Unfortunately there is no clear photographic images of the large kitchen window, which evidently maybe modern and uPVC.

There appears to be no specific joinery detail provided for any of these windows and whilst the 3no. existing square windows are side hung opening windows. Potentially then the Timber Window's Cottage Casement (Ovolo) 18mm units could be acceptable, for the small square windows however this design is not thought appropriate or possible for the larger 4 lite mullioned window of the former kitchen.

The replacement of these windows would appear to be require the need for a new application to be made and consent given to do so.

Condition 4 - Outbuilding: Repair/Replacement & Repoint Works to Brickwork

It is noted in the applicant's cover letter that with respect to providing a sample panel on site they wish to firstly seek confirmation on the acceptability of the method statement details before they construct the sample panel (a bit of a 'chicken and egg' situation). Whilst a physical sample of the mortar to be used, and example of the pointing finish to the brickwork are believed necessary. Other than the point about the destruction of burnt header brick in the rebuilt walling in Brickwork Alterations (Outbuilding) Method Statement' that 'the brickwork on the outbuilding shows an irregular burnt header pattern'. Here I would argue that whilst somewhat less pronounced than that to be seen on the main house there is a fairly regularly defined vertical banding to the burnt headers perceivable in the brickwork of outbuilding.

Condition 5 - Former pantry/storage room – insulation & ceilings works

The details submitted appear to consist of drawing SL120 and the drawing titled 'Sectional View – Window Reveal Insulation Detail. Whilst the latter drawing is considered acceptable that of the former raises concerns here as it appears to be an earlier revision of that previously submitted under 242707/242745 for discharge of conditions to 223175 and 223176, relating to insulation and under floor heating of the outbuilding and that of the main building including details on how the brick paver flooring within the former kitchen were to be unlifted/stored and relaid. Those details, including drawing SL120 Rev. A, have been approved.

Drawing SL120 is a clearly a cross-section through the outbuilding rather than that

of the historic kitchen. Details on the drawing show a plasterboard ceiling. A detail not considered appropriate for the historic kitchen where the original lath and plaster ceiling were removed without the benefit of consent and there would be the expectation as stated on site to the applicant for the replacement ceilings to be of lath and plaster.

Condition 6 – Flinch Plate details

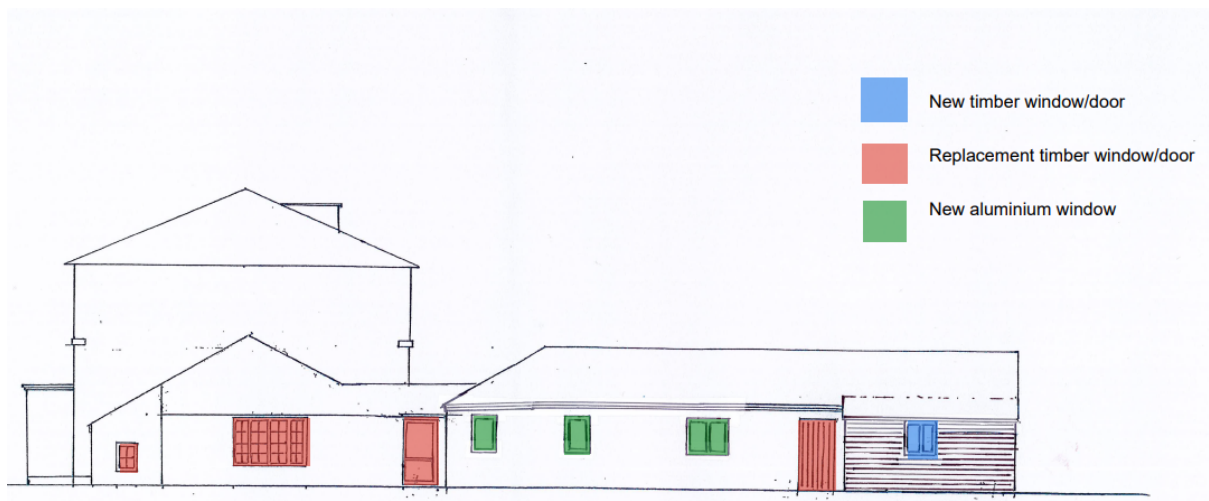
Whilst the need for flinch plates on both sides of the whole length of the horizontal truss timber has not really been explained and does seem somewhat excessive solution. That said, given the outbuilding holds a lesser significance than the dwelling house, what is proposed is considered acceptable in this case.

Condition 7 – Repair /Partial Rebuilding Chimney Breast of former Kitchen

In general, the proposed methodology appears overall acceptable aside from one aspect, which it is believed requires clarification. The submitted method statement states that the 'brickwork will be tied in to the walls of the house' however it is not said how this would be done. There is a need here it is believed for it to remain clear that the chimney breast for the former kitchen fireplace was, as with the former kitchen extension itself, latter additions added onto the original dwelling. To that end the tying of the chimney breast brickwork to the walling of the house is expected therefore to be achieved using metal ties embedded into the walling of the house as opposed to interlacing of the brickwork.

Date:	11/07/25	Signed:	Keith Frost Built Heritage Officer
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Extract of SL108D - note missing small square window adjacent to exterior kitchen door.



Conditions below had been advised on consultation response, dated 27/03/25.

Conditions (number in bold) not met for listed building consent 22376, with text in light blue being amendments to the wording.

3. The materials to be used in the construction of the external and internal surfaces of the development hereby permitted shall be of a similar appearance to those used in the existing building unless other minor variations are agreed in writing after the date of this permission and before implementation with the Local Planning Authority.

5. Joinery Details

Notwithstanding the details submitted, no works relating to external windows or doors (**internal and external**) shall take place until full joinery details to install the hereby permitted replacement windows and doors have been submitted to and approved in writing by the local planning authority. Details are to include:

- Documentation, in the form of elevation drawings of Sussex Lodge and attached outbuilding that identifies the location of the windows and doors on the listed building that are being replaced.
 - 1:10 or 1:20 scaled drawings of the new timber framed windows/exterior door(s), along with vertical and horizontal cross- sections.
 - 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 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 window frame and door finishes
 - Door and door surround frame material choice
- Installation of the replacement windows and doors is to then be undertaken in accordance with the details as approved.

6. New Windows /Glazed Sliding Doors to East Elevation of Outbuilding

Notwithstanding the details submitted, no works relating to **external new** windows and **sliding doors to the eastern elevation of the outbuilding** shall take place until further details on the materials and finishes to be used in the construction of the hereby permitted aluminium framed windows and glazed sliding doors to the outbuilding have been submitted to and approved in writing by the local planning authority. Details are to include the following:

- Profiles and dimensions for the window and glazed sliding door frames,
- External frame finish/colour to window and sliding door frames.

The installation of the aluminium framed windows and glazed sliding doors to the outbuilding is to then be undertaken in accordance with the details as approved.

7. Notwithstanding the details submitted, no works relating to insulation measures **to the former pantry/store room and the ceilings of this space** and ~~main dwelling~~ have been submitted to and approved in writing by the local planning authority. Details are to include:

- Scaled sectional drawings through the walls, floor, and roof of the ~~outbuilding~~ **single storey side extension of the former pantry/store, detailing the insulation measures for the walls and roof** and floor treatment /build-up. **The drawings to confirm the finished /re-laid floor level/height.**

- Details to confirm how the build-out of the internal walling surfaces due to the introduction of insulation measure would be dealt with around window and exterior door openings of the outbuilding,
- ~~Details to confirm how with the proposed build-up of the floor levels due to the proposed introduction of underfloor heating system to parts of the outbuilding and intention in other areas to lay a new floor structure over areas of historic flooring (the cobbled stable end floor) the existing door openings would be dealt with.~~ [Insulation Works](#) shall then be undertaken in accordance with the details as approved.

9. Notwithstanding the details submitted there are to be no gas flue, extraction vent, pipework, services ducting, and/ or utility boxes on 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. The works then to be undertaken in accordance with the details as approved.

Further conditions

Notwithstanding the details submitted, no works to repoint the external brick work of Sussex Lodge, its outbuilding and link(pantry) and/or rebuild external brick walling, until mix details and sample of the lime mortar to be used has been submitted to and approved in writing by the local planning authority. Works of repointing of brickwork and new areas of brickwork shall then be undertaken in accordance with the details as approved.

Notwithstanding the details submitted, no works to install flinch plates to the roof timbers of the outbuilding until detail have been submitted to and approved in writing by the local planning authority. The details required would need to confirm the requirement for the flinch plates, the locations within the outbuilding these are to be used, along with the form, size, and finish of the flinch plates. The installation of the flinch plates shall then be undertaken in accordance with the details as approved.

Notwithstanding the details submitted, a methodology for the rebuilding of the section of newly built section of external walling to the eastern elevation of the outbuilding is to be submitted to and approved in writing by the local planning authority. The methodology statement shall confirm extent of walling to be replaced, the bricks, including the burn bricks, and their intended dispersed arrangement. Works to rebuild this eastern external brickwork to the outbuilding shall be undertaken in accordance with the details as approved and within 3 months of the date of the decision notice, unless otherwise agreed by the local planning authority in writing.

Works to uplift the brick paver floor of the former pantry room/store and adjacent small store to it and for the reinstate of the brick paver floor are to be undertaken in accordance with the method as set out in the document 'Underfloor Heating Method Statement 15/01/25' unless otherwise agreed by the local planning authority prior to undertaking the works to uplift the floor pavers.

Notwithstanding the details submitted, the ceiling to the former pantry/store of the single storey side extension to the western side of Sussex Lodge is to be re-instated in lathe and plaster as per the original, unless otherwise agreed in writing by the local planning authority prior to the installation of the ceiling.

Notwithstanding the details submitted, no works to dismantle and/or alter the brick chimney breast of the former pantry/store of the single storey side extension to the western side of Sussex Lodge until full details have been submitted and approved in writing by the local planning authority as to the means and extent of repair and/or rebuilding works of the brickwork. The expectation is for any rebuilding of the chimney breast to be limited to the minimum necessary. Details to confirm means and extent of repair of the brickwork to the chimney breast, along with the re-render finish to the brickwork. Works to the chimney breast brickwork and new areas of brickwork shall then be undertaken in accordance with the details as approved.

Notwithstanding the details submitted, the brickwork of the chimney breast to the former pantry/store of the single storey side extension to the western side of Sussex Lodge is to have a render finish unless otherwise agreed in writing by the local planning authority prior to any changes being made.

Reason: To help ensure the satisfactory control of the work to the listed building in order to safeguard its special architectural or historic interest. Relevant policy: National Planning Policy Framework Section 16 (Conserving and Enhancing the Historic Environment) and Managing Development Delivery Local Plan policy TB24.