

Tillman Architects



The Old Manor Shaftenhoe End

A Design and Access Statement September 2025

Alterations and refurbishment of the Old Manor



An historic photograph of The Old Manor between 1992-94.



The Old Manor House today

Introduction and Context

The Old Manor House is listed by Historic England as a Grade 2 property - register number 1102546.

The house was listed in 1968 and in the 1990s substantial refurbishment works were undertaken by the previous owners - listed building ref 92/00169/1LB.

The 1992 consent included the erection of a timber-framed 'Sunroom' to one side of the house. This was constructed, we believe, in the early 2000s.

Late in 2008, consent was granted for the demolition of a barn and the construction of the Lodge which now stands in place of the barn as a two-bedroomed house in its own curtilage - planning case reference 08/01800/1.

In 2023, consent was granted for a very large, highly glazed and strikingly modern extension to the rear of the house - ref 22/03037/FPH & 22/03038/LBC.

In June 2025, Listed Building Consent was granted Internal alterations and opening-up to facilitate investigation works to existing listed building fabric - ref 25/00895/LBC

The proposals

- 1.1 Services and fabric upgrade including installation of double-glazing and alterations to fenestration.
- 1.2 Levelling of the master bedroom floor.
- 1.3 Installation of acoustic insulation to floors at first floor level.
- 1.4 Alterations to existing external walls.
- 1.5 Alterations to the existing internal layout and fabric.
- 1.6 Re-fitting/alteration to existing bathrooms.
- 1.7 Refurbishment and reglazing of the existing sunroom.
- 1.8 Replacement of the existing internal staircase.
- 1.9 General maintenance.

1.1 Services and Fabric Performance Upgrade

The Old Manor was last extensively refurbished in the 1990s; existing services, space heating systems, and electrical installations installed at that time are at the end of their serviceable life and are in need of replacement. An existing oil-fired boiler is currently in use and provides space heating and domestic hot water. The property is poorly insulated, and much of the glazing is single rather than double-glazed. In order to future-proof the house and reduce its carbon footprint, our client would like to carry out the following alterations, some of which will be intrusive but are proposed in order to improve the living standards of the family and address current energy wastage:

a. Retrofit insulation and internal finishes

Following the removal of non-original internal plywood wall linings and softwood framing which has been installed since the 1990s (LBC ref 25/00895/LBC), it was confirmed that the building had effectively been wrapped in a foil-backed PIR-type external insulation and then rendered externally.

In rooms and areas around the house, sections of the existing timber frame have been exposed internally; photos of some of these areas are included with this report. There exists a mixture of original timbers and newer oak replacement timbers throughout.

The proposals include the installation of natural insulation materials and a lime wall plaster internally between the existing timber studs. The details of this proposed IWI build-up are shown on the drawings submitted with this application.

b. Replacement of existing single-glazing with slimline double glazing.

- i. The composition of the new high-performance double-glazing proposed would be 4mm inner pane, 6mm cavity and 4mm outer pane, giving a total thickness of 14mm. As shown on the submitted drawings, where appropriate, existing windows will be retained with either modification of the existing casements to accommodate the new double-glazing, or where this is not possible, replacement of the side-hung casements, which will be purposed-made in timber to match the existing.
- ii. In the 1990s, replica Georgian-style single-glazed sliding box-sash windows were installed to the north and east elevations of the Manor at ground and first floor levels. These windows replaced windows featuring side-hung transomed casements, which can be seen in photos taken by English Heritage and which feature at the beginning of this report. The 1990s replacement windows are single-glazed and feature slim glazing bars. The multiple glazing bars divide the windows into a six-over-six or two-over-two pattern of glazing. As can be seen from close analysis of the photos taken by EH before the 1990s, each of the casements of the original side-hung casement windows featured just one horizontal glazing bar.

The edge detail of a slimline double-glazing unit cannot be accommodated within a slim-profile glazing bar. However, slender glazing bars can be bonded to the glass externally and internally, and with the addition of a lead bar within the 4mm cavity and aligned with the bar, the bonding between the glass and the glazing bar is obscured and light-bleed through the DG cavity is prevented. The appearance is as though the window is single-glazed.



An example of slim-profile double glazing with lead strip insert and retrofit glazing bar

The above detailed proposal was discussed with Tricia Craggs, Senior Conservation Officer at the pre-app stage. It was suggested that the installation of new windows detailed to resemble the original pre-1990 side-hung casement windows and featuring a single bonded glazing bar to each casement might be supported by the Conservation Team as it was acknowledged that these new 'facsimile' windows (window type C) would help to enhance the appearance of both the north and east elevations.

It should also be noted that the existing windows to the south elevation feature glazing bars which sit externally free from the surface of the glass.

- iii. The bay structure on the east elevation at ground floor level (window type E) currently features six-panel side-hung casement windows. The bay structure and its windows are non-original; the subdivided window proportions are similar to those that might be found on a building from the Georgian era. Our proposal is to replace the casements with a two-over-two patterned unit. The vertical emphasis resulting from this revised subdivision will, we think, be more acceptable in the context of other vertically emphasised glazing found elsewhere around the building.
- iv. The existing windows on the south elevation (window type B) can, as shown, be retained and double-glazed without any change to their external appearance.

- v. The dormer windows to the north, east and west elevations at second floor level (window type A) comprise a one-over-one fixed panel to one side with a one-over-one side-hung casement to the other. The proposal here would be to replace the casements with thicker-section units and to rout out the existing fixed-frame insitu to accommodate the new DG units. The glazing will be bead-fixed in order to preserve the appearance of the existing.
- vi. On the south and on the west-facing elevation of the house, new slimline double-glazed timber-framed (oak) doors will replace the existing non-original French doors. Both sets of doors will be detailed to resemble the south-facing master bedroom window at first floor level. The west-facing doorset to the current kitchen will be configured as a pair of French doors, the south-facing doors to the current living room will be bi-folding. The latter would be accommodated within a slightly widened opening (see also 1.4a below) and will be divided into three panels resembling the window which existed pre-1990.



Historical photograph showing the 3-bay window to the south elevation of the current sitting room

- vii. A high-level window with lozenge-shaped leaded lights exists to the east of the main staircase enclosure at ground floor level (window type G). This window is to be repaired by a specialist but will remain unaltered and will be fitted internally with demountable secondary glazing.
- viii. To the south elevation of the new snug, we have proposed the installation of a new double-glazed window (window type F). Following investigation on site carried out under LBC ref 25/00895/LBC, original timber wall frames were uncovered in the south-east corner of the existing kitchen. Our proposal is to glaze between these timbers in order to create a new south-facing window to the new snug/library/study. The new window will match the existing window to the west elevation of the east wing of the house.

c. New mechanical and electrical installations

- i. Where possible, new underfloor heating is to be installed. In order to limit the potential visual clutter in the four principal rooms of the Manor - the sitting room, dining room, master bedroom and bedroom 2 - underfloor heating has been selected over the more typical installation of new modern radiators. UFH is also proposed in the hall at ground floor level as well as in the snug/library in the south-east corner of the house. The proposed treatment of the walls of these rooms all feature lime plaster between the newly exposed original timber frame of the house - the addition of radiators to these walls would, we feel, be quite incongruous. The floor of the kitchen and dayroom will also be fitted with underfloor heating beneath a stone floor.

New wall-mounted radiators elsewhere will be simple in design and will be positioned as discreetly as possible.

Heating and domestic hot water pipework will be run within the existing floor zones. At ground floor level, with the exception of the non-original current sitting room floor, the existing floors are screeded concrete. The floor screed will be chased to accommodate pipework.

Installation of pipework within the first floor and second floor walls will be avoided as much as possible. Where the lifting of floorboards cannot be avoided, this will be carried out in accordance with an approved method statement.

- ii. The heating system relies on an existing oil-fired boiler which will be retained. An air-source heat pump will be required for the underfloor heating system.
- iii. Due to the age of the existing electrical installation, new wiring, power, data, security, and lighting will be needed throughout.

It is noted that all ceilings at all levels were replaced with plasterboard in the 1990s; new fittings will be ceiling mounted, flush fitted where possible in order to limit visual clutter.

- iv. New and existing refitted bathrooms and showrooms will be fitted with extract fans which will be operated by humidistats. Extracted air will be ducted either to existing terminals or in the case of the new master shower room and top floor ensuite, will be ducted to venting ridge tiles.

1.2 Levelling and Strengthening of Master Bedroom floor

The existing floor of the master bedroom has sagged over time and now slopes from east to west, dropping 150mm overall. The floor is 'live' underfoot.

The existing floor is made up of non-original timber flooring (contemporary) on a combination of chipboard and what appear to be Victorian floorboards on original timber joists which span onto two transverse secondary timber beams. These rest in part on a main central original timber beam. A non-original plasterboard ceiling has been fixed to the underside of the original floor joists between the main beam and secondary beams which downstand from the ceiling.

The documents submitted with this application include drawings from the project Structural Engineer showing details of two alternative options for strengthening the beam to mitigate further deflection. Further site investigation will determine the most viable option; both solutions involve strengthening the beam from above and, provided a new floor is laid level over the existing structure, the steelwork will not be visible when the works are complete.

New engineered timber floorboards are to be installed in the master bedroom. These will be laid on low-profile underfloor heating, which is to be laid level on firing pieces on the existing floor joists. Acoustic insulation is to be installed between the floor joists. Levelling the floor in the master bedroom will create a void mid-span of the main timber beam, and this void will accommodate the steel strengthening splint.

1.3 Installation of Acoustic Insulation to Floors at First Floor Level

Breathable acoustic insulation is to be installed to all floors at first floor level.

Where it is necessary for the insulation to be installed from above, existing floorboards will need to be lifted and reinstated on completion. The areas affected by these works are the master bedroom, the hallway/corridor, bedroom 2 and shower room, the family bathroom and bedroom 3.

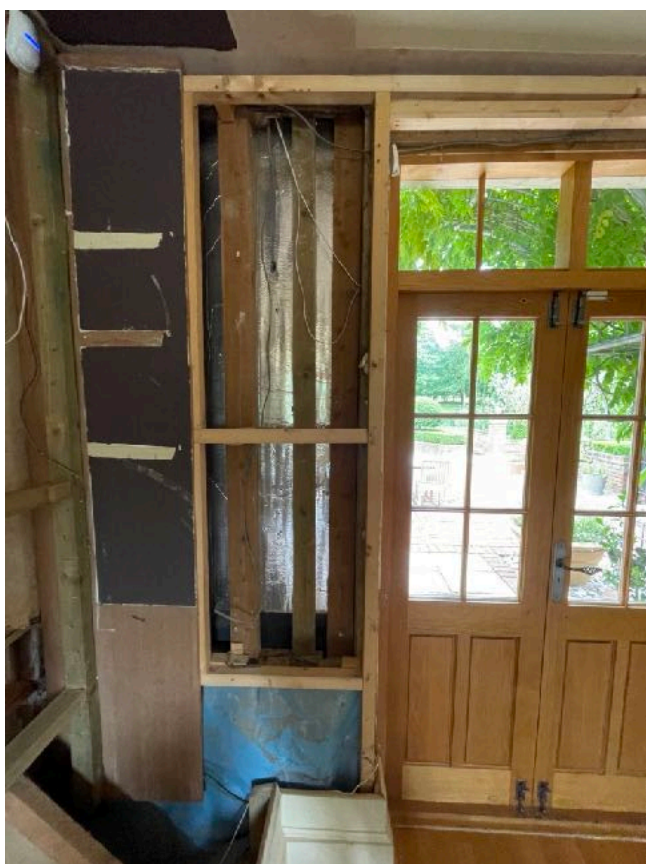
Ceilings above ground floor level are all of modern plasterboard and skim; acoustic insulation will be installed between the existing floor joists at first floor level,

notwithstanding the above, where possible insulation will be installed from below to limit the need to raise floorboards.

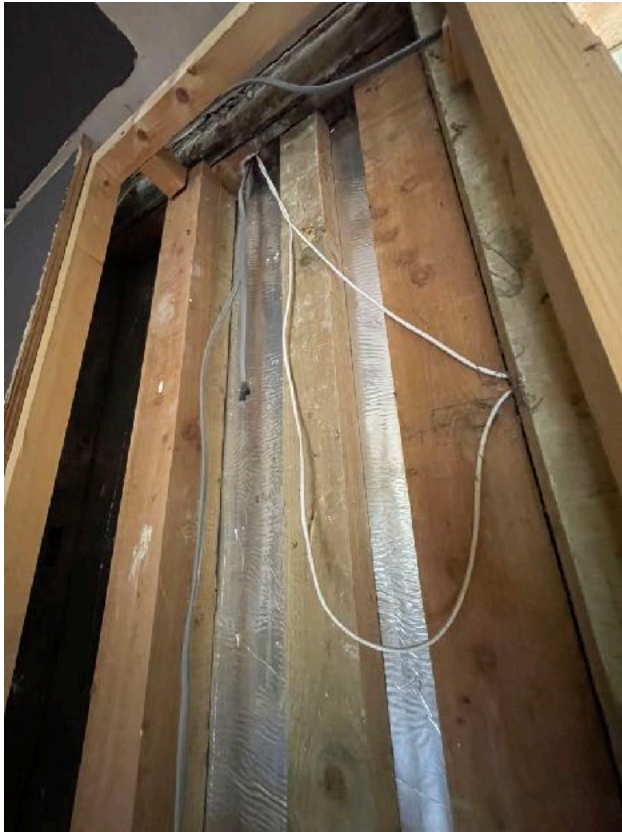
A method statement for the raising and reinstatement of floorboards will be provided as part of this application and offered for approval before further opening-up works take place.

1.4 Alterations to Existing External Walls.

- a. The installation of the bi-folding doors to the new dining room will require a widening to one side of the existing opening in the south wall and the installation of a new timber lintel. The width of the modified opening will match that of the window on the north elevation directly opposite. Widening of the existing opening will require repositioning of two existing timber studs and the cutting back of a small section of brick plinth; it is evident, however, that the plinth has been altered previously and that the existing full-height opening is non-original (having been formed in the 1990s). Following alteration, the wall will be made good to match the existing. It is also noted that an earlier window of similar width to the proposed existed in this location. The existing timber posts to be removed appear to be non-original.



Existing original timber framing to left-hand side (internally) of the opening to be widened.



Detail of the existing original timber framing to left-hand side (internally) of the opening to be widened.

- b. The porch to the north elevation is non-original, having been installed in the 1990s. Its removal and installation of a new canopy will, we believe, visually enhance the front elevation of the Manor. The original door frame with its decoratively carved spandrel panels will once again be visible on the front elevation of the house - it will be protected by a semi-circular porch with a lead-clad roof detailed to match that found on the east elevation of the house (the current kitchen door), within which will be a three-panel clerestory window.



The front entrance door and porch pre-1990.

Reinstatement of the original front door (currently fitted to an existing opening within the house) is not possible as the door is in a very fragile condition. The manufacture of a bespoke new front door of similar construction to the existing, consisting of diagonal oak planks crossed with vertical planks, will be specially commissioned to fit the existing oak frame.

Any holes left in the external walls following the removal of redundant services will be made good to match the existing.

- c. The current plan to refurbish, upgrade, and renew many elements of the Old Manor has presented our clients with the opportunity to reappraise the building and how it currently functions as a family home. This has led to a reassessment of the internal layout of the house and reappraisal of its existing internal fabric.

An overview of the current layout would conclude:

- that the existing kitchen is a relatively poorly-lit space with low ceilings and is detached functionally from the rest of the house. The existing room, situated in the oldest part of the house, features many historic features which have either been concealed behind modern finishes or modern kitchen joinery which tends to confuse and clutter the space.

- that the existing master bathroom is compromised beneath the roof pitch and is awkwardly arranged,
- the existing study is oversized for our clients' needs,
- the highly glazed sunroom is uninhabitable in the summer and too cold to occupy in the winter,
- the main reception rooms are underused as they are difficult to furnish and use comfortably.

Our proposals to address the above would include:

- relocation of the kitchen and provision of an open room with fireplace to provide a library/snug/study in its place,
- relocation of the master bathroom,
- rationalisation of the ground floor circulation route.

- i. The sunroom, which was constructed around 25 years ago as an extension to the Manor, now requires upgrading and substantial refurbishment. The design of the extension was originally based on a cart-barn typology. The ground floor study and first floor master bathroom currently block off one end of the extension. Removal of these will allow a reading of the full volume of the neo cart-barn. The double-height barn would serve as a well-lit family dayroom and kitchen with an internal linking stair leading to the master bedroom. The barn would become the hub of the house with direct access to the south-facing terrace and garden.

The new layout would necessitate the formation of a new opening through the wall between the barn and the master bedroom. Planning records indicate that the opening which currently exists in this wall at first floor level was formed when the extension was built but without disturbance to original timbers - in relation to case ref 00/00847/1LB, a letter to North Herts from the Architect for the extension dated 7th August 2000, stated the following:

'When the house was modernised, it was discovered that the wall studs at first floor level had been replaced in softwood, and therefore the suggested door can be inserted without any modification to the original frame.'

The construction of the existing wall in the area of the new opening will need to be investigated to establish if the Architect's findings referred to the whole wall or just a part of it - the opening referred to in his letter was formed at the time the cart-barn was built.

The opening is proposed to be blocked up and, with consent, any original timber framing found could be relocated to be used in this location.

- ii. Following relocation of the kitchen, the original fireplace (in the oldest part of the house) would once again be revealed and reused in the newly created library/snug/study, the existing timber frame will be exposed internally to a greater degree than it is.
- iii. It is envisaged that the functions of the two main reception rooms (dining room and living room) will be reversed following relocation of the kitchen. The new dining room will benefit from increased daylight sunlight and ventilation following the proposed installation of the new bi-folding fully-glazed doors to the south elevation.
- iv. At ground floor level, circulation around the house as is compromised. Currently, to traverse from one side of the house to the other, one has to pass diagonally across the middle of the existing living and dining rooms (the main rooms to the east and west of the central fireplace), travelling to the front door and back again diagonally across the other room. This is not ideal - furniture layouts are dictated by this diagonal track, the rooms just become very large corridors which one passes quickly through and are under-used as a result.

In 2023, Listed Building Consent was granted for the construction of a large single-storey, highly-glazed extension of the Old Manor, ref 22/03037/FPH & 22/03038/LBC. This extension, which was to occupy much of the garden area to the south of the Old Manor, would have linked the existing kitchen wing to the east and the sunroom to the west of the Manor, avoiding the need to diagonally traverse the main reception rooms referred to above. Whilst this solution might have been successful in resolving the inherent circulation issues identified by the previous owner and their architects, having considered the very large footprint of the extension, loss of garden terrace, and further marginalisation of the existing main reception rooms, we have concluded that a less invasive solution might be more appropriate.



Extension to the Manor as granted consent 2023.

Our alternative proposal is to create a more direct internal circulation route from one side of the house to the other at ground floor level. This new route would traverse the house more directly running along the inside face of the southern external wall and would be achieved by marginally repositioning an opening which pre-existed in the wall between the two main reception rooms. A new section of floor would be installed to cover over the cellar stairwell which would be arranged to lift mechanically, allowing access to the cellar.



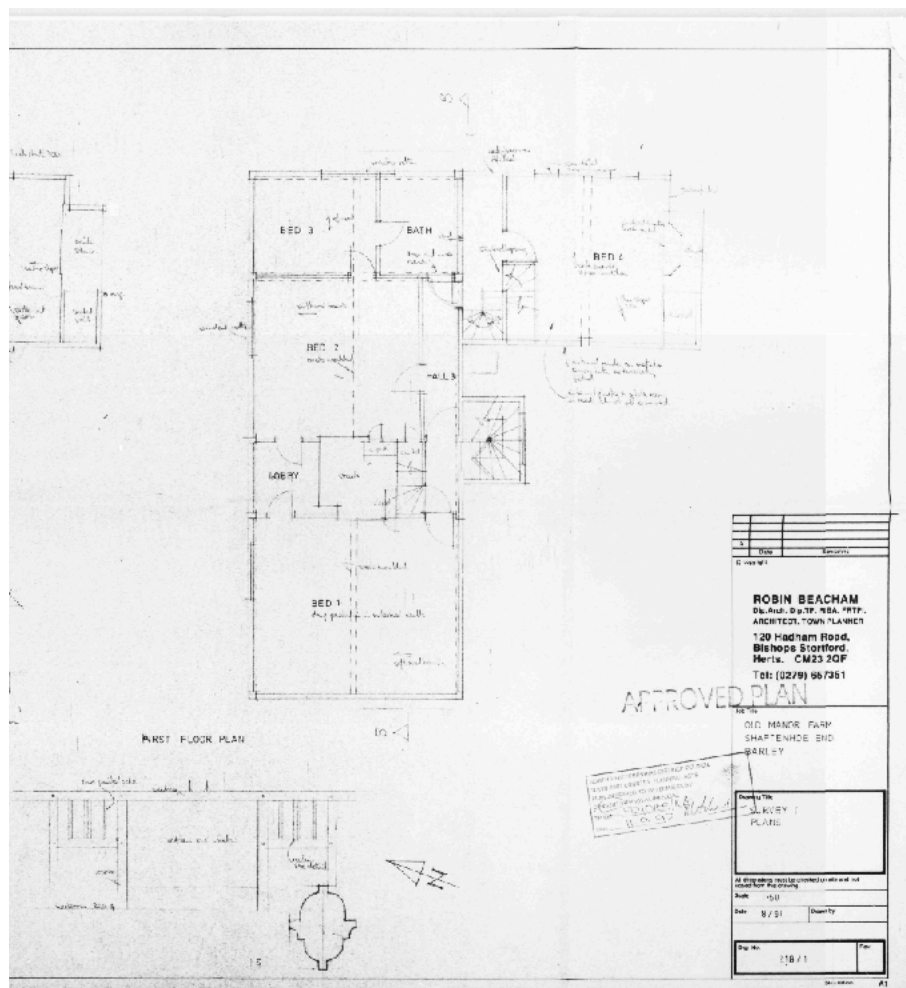
Pre-existing opening to the south of the central fireplace pre 1990.

The principle of this proposal was discussed with Ms Craggs during our site meeting. The localised relocation of existing timber stud work to achieve this was not thought to be contentious.

Subsequently, following our site meeting and the removal of non-original joinery, remnants of historic laths and lime plaster wall fabric have been uncovered and are currently protected. These finishes would need to be removed to facilitate formation of the new opening. Proposals relating to potential relocation and re-use of the panel are currently being considered.

Other minor alterations to the layout of the house include:

- v. Relocation of the original bedroom door and lining to bedroom 2 to its original position. An early pre-works survey dated August 1991 indicates where the original bedroom entrance door once was; our proposal is to reinstate this opening.



Excerpt from survey dated 1991 showing the original location of door to bedroom 2.

- vi. Removal of the existing cupboard at first floor level outside bedroom 3 to reveal the original roof structure internally above.

Other alterations to the fabric of the house include:

- vii. Removal of non-original finishes infilling original timber framing between the current kitchen and hall.
- viii. Removal of non-original internal wall finishes currently found between the timber frames of the house in order to install wood wool insulation and lime-based finishes (see 1.1a above).

- ix. Some of the exposed sections of the existing timber frame have previously been painted, some sections just require cleaning. Following an assessment of the nature of the paint and the underlying substrate, our intension would be to remove the paint by use of a suitable approved water-based poultice and, following cleaning, to treat the existing exposed timbers with beeswax.

1.6 Re-fitting/alteration to Existing Bathrooms.

All existing modern bathrooms and shower room are to be refitted or relocated. Existing non-original wall and floor finishes will be removed with care to ensure no historical fabric is disturbed.

- i. The family bathroom, cloakroom and shower room to bedroom 2 are to be refurbished to provide a new layout as shown on the drawings.
- ii. A new master shower room is to be installed ensuite to the master bedroom in the former dressing room. The shower is to be accommodated within a circular drum shower which will project into bedroom 2. Photos taken by English Heritage pre-1990 record the presence of an existing door opening in the north-west corner of bedroom 2 - to the right-hand side of the fireplace. Reinstatement of this opening would facilitate access to the master shower-drum as shown.



North-west corner of bedroom 2 pre 1990 showing a previous door opening to be reinstated.

- iii. The existing ground floor utility room is to be converted to form a new shower room.

1.7 Refurbishment and reglazing of the existing sunroom.

- i. The existing double-glazing units and glazed doors to the sunroom have been installed between secondary timber posts. The glazing units have failed and are further deteriorating; they no longer have their original thermal properties rendering the room uninhabitable due to overheating in the summer and excessive cold in the winter.

Excessive internal temperatures have led to cracking and distortion of the existing non-original oak frame.

- ii. Contemporary high-performance frameless triple-glazed sliding units are proposed to replace the failed double-glazing and glazed doors. The secondary non-structural and non-original oak posts are to be removed and set aside for re-use elsewhere in the house. The major timber posts (truss supports) will be retained but will become internal set behind the new glazing. The removal of intermediate posts will result in a much wider interval between timber verticals and a clearer reading of the cart-barn typology.
- iii. Consent for the removal of non-structural elements of the oak trusses has been granted - ref 25/00895/LBC. The newly rationalised existing oak trusses are to remain. The roof insulation is to be upgraded internally and as a consequence the existing exposed roof joists will be concealed above new ceiling finishes.
- iv. The south-facing gable end of the extension is currently fully glazed. To mitigate against excessive solar gain, the gable end is to be infilled with an insulated timber-framed solid wall construction with vertical strip charred larch timber rain-screen cladding.



An example of charred larch rain screen cladding (left of photo)

- v. The condition of the existing timber weatherboarding to the west elevation has deteriorated and is to be replaced with vertical strip charred larch timber rain-screen cladding.
- vii. Triple-glazed single-pane contemporary rooflights in concealed aluminium frames are proposed to be installed flush with the clay tiles. The rooflights are positioned on the east and west facing roof pitches which will help mitigate solar gain.
- viii. The existing roof is to be re-tiled using a mixture of salvaged and new handmade clay tiles. New lead box gutters are to be formed at a new slightly lowered eaves level.
- ix. The existing floor slab will be replaced with a new limecrete slab and stone floor at a reduced level in order to facilitate level access to the garden.

1.8 Replacement of Existing Staircase

A non-original main staircase is housed within an original stairwell enclosure which is prominent on the rear elevation of the house. Internally, the timber frame of the stairwell is exposed, painted infill panels exist between the timbers.

The non-original staircase was constructed in the 1990s and was designed to resemble an earlier stair. The existing stair is very obviously a poor replica of the original. During our pre-app site meeting, Tricia Craggs was supportive of the proposal to replace the stair with one of a simpler, more contemporary design. Our proposal, as illustrated, is to install a new staircase which utilises oak sections - the secondary oak posts salvaged from the sunroom. These seasoned components would comprise the treads and risers and would cantilever out from a steel core concealed within a simple lime plaster-finished central wall.

Cantilevering the oak stair components will ensure that the stair will eliminate the need to fix the stair to the outer walls of the original stair enclosure. The treads and risers will stop short of the wall leaving a visual gap between the new modern stair and the internal face of the original surrounding walls. The separation and resultant gap between the stair and the wall will also facilitate easy access for maintenance of the interior wall surface and timber studs.

1.9 General Maintenance

Works to the roof of the main house, to replace broken or missing roof tiles, to overall haul the rooflight and dormers and to check and replace lead flashings etc. may be necessary and could, if required, be the subject of a separate LBC once closer inspections can be carried out.

Design

As can be seen from the photographs included with our submission (see drawings 580 01 15, 16 & 17). Prior to being refurbished in the 1990s, the house existed as a relatively simple farmhouse bereft of ornate detailing or period embellishments - the house was simply detailed with very few decorative features.

Removal of most of the unsympathetically detailed and inappropriately specified additions made over the past 35 years is underway, having been granted consent - ref 25/00895/LBC.

Internally, new replacement materials will include;

Lime plaster wall finishes with distemper coating between newly exposed timbers.

Engineered wide-plank timber floors (ground floor generally and principal bedrooms).

Stone slab flooring (kitchen & dayroom).

Externally, replacement materials will be:

Vertical strip charred larch rainscreen cladding (kitchen & dayroom).

Our design ethos with respect to refurbishing the Old Manor is to ensure that the proposed works, when complete, will result in a simple and honest aesthetic. This approach is also extended to the re-modelling and re-use of the sunroom, which is currently overly and unnecessarily complex and visually very cluttered.

Pre-app advice

In December 2024, we made a request for pre-application advice on the proposed alterations and refurbishment of the Manor and a proposed extension to the Manor House Lodge.

On 17th February 25 we met with Tricia Craggs, Senior Conservation Officer for North Herts on site to discuss the proposals.

On 4th March 25, we received a report from Planning Officer Vicki Wood ref 24/02784/PREH. The report referenced our email to Ms Wood dated 18th February 25, the content of which we have included below (reference to the Lodge Extension has been redacted; as advised by Ms Wood, this application has been submitted separately - ref 25/01949/FPH).

The report included the following comments;

Internal work as set out in the agent's email of 18th February to the Conservation Officer is supported subject to a Heritage Impact Assessment and not withstanding any loss of significant historic fabric, hence the need for a listed building consent application to be submitted.

A Heritage Impact Assessment has been prepared by Sam Jackson BSc (Hons), PG Dip, MRICS, IHBC an Associate at the The Built Heritage Consultancy Ltd and is submitted with this application for Listed Building Consent.

In regard to the installation of double glazing which would see retrofit applied glazing bars to the existing windows of the north wall elevation are unlikely to be supported. Replacement windows similar in design to the original windows (casements) would be considered favourably and again would be subject to submission of a listed building application. All other proposals relating to the fenestration and glazing would be considered as part of an application.

Detailed drawings showing proposed alterations to the existing windows and details of new proposed replacement windows have been submitted with this application.

It is hoped that in the interests of upgrading the thermal performance of the house, which is considered essential, that the limited number of retrofit lead-backed glazing bars proposed will be acceptable and that this would be balanced against the gains achieved in replacing the existing inappropriate mock-Georgian windows which exist on the north and east-facing elevations. Internal secondary glazing was considered as an alternative to installing replacement windows, whilst this would be considerably more economical, in the context of the works being proposed which is aimed at restoring the visual quality of the internal spaces, the resultant aesthetic of secondary glazing would be extremely undesirable.

External alterations that include the removal of the non-original porch to the north elevation of Old Manor House and replaced with a more appropriate lead hooded porch is welcomed but again subject to a listed building application.

The details of the new facsimile hood and purpose-made front door which will replicate the existing hooded porch to the east elevation are included with this application.

Other external interventions such as heat sources and siting would need to be considered.

The proposals include installation of an air source heat pump as previously described. The unit is to be housed within a timber-slatted enclosure which will be fitted with acoustic baffles. The position proposed for the unit, which is to the west-facing wall of the kitchen wing, was considered to be the most discreet and respectful of the main elevations of the house. The enclosure is to be clad in charred larch to match the proposed new cladding of the west wall and to be a visually unobtrusive as possible.

EMAIL TO NORTH HERTS CONSERVATION OFFICER - 18th February 25

Dear Tricia

Thanks very much for coming to see the House and Lodge yesterday morning.

As promised I have compiled a summary of the points we discussed;

Main House

We discussed the potential of removing fixed joinery and panelling without the need for an LB application, we also discussed the possibility of us carrying out intrusive investigation into the fabric of the building (elements added circa 1990). Your advice was to submit a separate LB application for these specific items and not to carrying out any work in advance of receiving a decision. It was noted that some sections of the non-original (assumed) skirtings were already loose, you suggested that investigations could be carried out in these locations but without disturbance to the panelling. You also kindly offered to consult your manager to see if there were any less sensitive elements which could be removed in advance of a consent.

We will follow you advice and submit an LB application with updated drawings and photos itemising items we would like to have stripped-out, details of our proposed investigations and details of any/all other 'soft-strip' fitted components ASAP.

You advised us to submit an additional LB application following a decision on the above application. This 2nd application is to cover the following items which would be considered 'development';

The installation of double glazing to existing/modified windows.

It was thought that our current proposals involving modification of the existing windows to the north wall elevation might not be supported as this would include retrofitted applied glazing bars. Replacement windows similar in design to the original windows might be seen as a heritage gain.

Details of how the existing windows to the south elevation and to the roof dormers are to be modified are to be submitted for consideration.

Details of replacement glazing to the garden room.

Installation of wall and roof insulation.

Detailed specification to be submitted.

Internal alterations

Relocation of existing openings between the living room and dining room and the reinstatement (assumed) of two door openings to bedroom 2.

Provision of a lifting floor hatch to access the cellar.

Relocation of the kitchen and provision of a linking staircase.

Renewal of the main stair (potentially a contemporary design).

Modifications to the side extension (currently the garden room).

Layouts of proposed bathrooms, kitchen and fitted joinery.

Non-intrusive levelling of the master bedroom floor.

External alterations

Removal of the non-original porch to the north elevation and replacement with a hooded entrance porch.

Modification to services installations.

Details of heat sources and siting.

Thanks again for visiting, please feel free to comment on the above - I hope I have not misinterpreted what was said but please let me know.

Regards

Keith Tillman

Tillman Architects

07930416897

www.guardtillmanpollock.com

Access

No newly proposed vehicle or pedestrian rights of way have been created with this scheme; parking arrangements and access to the property remain unaffected.

Keith Tillman

Tillman Architects

Sept 2025