



Roger Joyce Associates CHARTERED ARCHITECTS

3 Jounton Road, Folkestone, Kent CT20 2RF

Telephone: 01303 246400
Email: info@rogerjoyceassociates.co.uk
www.rogerjoyceassociates.co.uk



Cyma Architects



55, The Old High Street
Folkestone
Kent
CT20 1RN

Tel: 01233 666 667

Fax: 01233 666 663

Email: enquiries@cymaarchitects.co.uk

Website: www.cymaarchitects.co.uk

HERITAGE, DESIGN & ACCESS STATEMENT

In support of householder planning and listed building consent applications



Fig 1 - Main house south elevation

PROJECT: Proposed repairs, alterations and extension of Grade II Listed Building

PROJECT REF: RJ/16/215

SITE ADDRESS: Littlebourne Lodge, 1 The Esplanade, Sandgate, Folkestone, CT20 3DX

APPLICANT: Mr M Cuthbert

AGENT: Cyma Architects Ltd, 55 The Old High Street, Folkestone, Kent. CT20 1RN

DATE: 4th November 2016

Introduction

This Heritage, Design and Access statement is submitted in support of the householder planning and listed building consent applications for repair, alterations and extension to Littlebourne Lodge, a Grade II Listed Building.

Site location and description

Littlebourne Lodge is a Grade II Listed Property located on Sandgate Esplanade, within the Sandgate Conservation Area (BE3) and the Area of Special Character (B12).



Fig 2 - Location map

The site measures about 60m long, north to south and 25m wide, east to west, rising steeply from south to north. The main house is set approximately in the middle of the site, with the principal façade facing south, benefitting from the extensive sea views. There is an access road to the east of the property, of about 15m long and 5m wide that serves both Littlebourne Lodge and 'Frenches', the adjacent property to the east. The access road rises through a cut between the two garden areas of the adjacent properties, leading up to a small parking area between the two properties, off which are the main entrances to Littlebourne Lodge and the other associated accommodation. To the north of the parking area and the main building, there is a considerable change in ground level, with the gardens to the north of the house set approximately 4 to 5m above the car parking area. The ground above the access road and the parking area is supported by stone retaining walls. In the car parking area there is a flat roofed brick garage.



Fig 3 - Garage



Fig 4 - Aerial photograph of site

Existing house

The existing house at Littlebourne Lodge consists of the main house, forming the southern part of the building, and an annex forming the northern part of the building.

The main house has white stucco walls with low-pitched slate roof, with a single storey 'tent roofed' veranda and a two storey, central curvey bay to the south elevation, it is formed over three floors, basement, ground floor and first floor, and is formal and largely symmetrical when viewed from the south. The ground floor accommodation consists of a range of three rooms to the south, behind which are the main entrance lobby on the eastern side, stairs in the middle and kitchen to the west, which leads into a modern conservatory extension attached to the west side of the building. At first floor, there is a similar arrangement, with three large rooms to the south (although the eastern room has been subdivided to form a bedroom and en-suite to the middle room), with two suites of smaller rooms on the northern side, to the east and west of the stairs (which now also contain en-suites, with cupboards and dressing area). The basement consists of accommodation arranged around a central hall into which the staircase descends. The rooms to the west of the stairs consist of two bedrooms either side of a bathroom, with windows opening onto a small light well to the west of the building. The rooms to the east of the stairs consist of a study to the south and utility room to the north and the rooms to the south of the hall contain a wine cellar and store rooms. There are lightwells formed into the ground to the east, west and north sides of the main building, providing light into the basement areas.

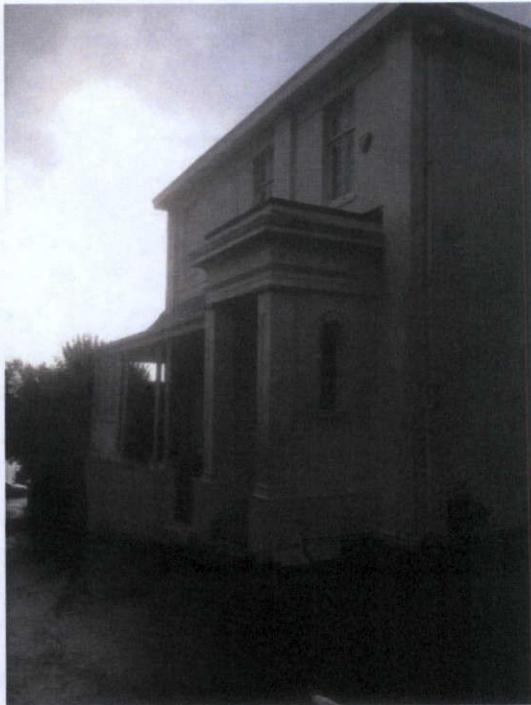


Fig 5 - Main house east elevation



Fig 6 - Main house north elevation



Fig 7 - East elevation of the annex

The annex, is attached to the west side of the north elevation of the main house and is partially built into the rising ground. This part of the property is much less formal and constructed with a mixture of random ragstone block, with brick quoins, arches and infill panels to the east and north elevations and rendered masonry to the west elevation, and with a similar low-pitched slate roof as the main house. This part of the building is also ranged over three floors, but with ground floor, first floor and second floor. The internal floor levels are not consistent with the main building as the floor to ceiling levels are much reduced. The main house and the annex are not currently connected internally and the ground floor level of the annex is not connected to the floors above. The first and second floors of the annex are connected via an internal staircase.

The ground floor of the annex consists of a self-contained one-bedroom flat, access from the rear courtyard. The first and second floors of the annex consist of a self-contained, three-bedroomed maisonette, which is accessed via an external staircase leading up from the rear courtyard to a raised platform, which then leads up to the rear garden areas (fig 8). The entrance level of the maisonette consists of an entrance lobby, living room, sitting room, bathroom and separate toilet and stairs leading up to the top floor, where there are three bedrooms on the west side, opening off a corridor to the eastern side. At the entrance level, there is a fixed door, which appears to have connected to the main house.



Fig 8 - External stairs



Fig 9 - North wall of ancillary block

Historical analysis

Littlebourne Lodge is a Grade II Listed Building; the listing is as follows;

Listing Description

GRADE: II

DATE LISTED: 11 March 1975

ENGLISH HERITAGE BUILDING ID: 175417

OS GRID REFERENCE: TR1940934971

OS GRID COORDINATES: 619409, 134971

LATITUDE/LONGITUDE: 51.0721, 1.1306

Listing Text

1.5281 SANDGATE ESPLANADE
SANDGATE

Littlebourne Lodge

TR 13 SE 12/221

II GV

2. Mid C19. 2 storeys stuccoed. Hipped slate roof. 3 windows, 1 of which is a 3-light bow. Pilasters flank the front. Mullioned and transomed casements. The ground floor runs a tent-shaped verandah. On the left hand side is a small attached house of 2 storeys stuccoed with hipped slate roof. 3 sashes with glazing bars intact and a porch. Group value with 'Frenches'.

Littlebourne Lodge and Frenches form a group.

Listing NGR: TR1984235062

The applicant is commissioning a full historical analysis of the property, including a desk top study to try to ascertain the full history of the property, which will be available in due course. However, the extent and character of the proposed work considered with this application do not warrant such an in-depth study. We are therefore providing a more limited analysis, based on the information available at the time of writing.

The 1873 Ordnance Survey Map (See fig 10 below) shows Littlebourne Lodge and the adjacent Frenches, sited in what appears to be a related collection of similarly sized properties within large gardens or parkland. The map also shows the closeness of the proximity of these properties to the adjacent Hospital, which sits within extensive grounds. The hospital and the buildings surrounding Littlebourne Lodge are all constructed to the west of the village of Sandgate, on the steeply sloping sandstone cliffs between Shronecliff Camp (a military barracks built in 1794 to protect against possible French invasion) and the sea. The adjacent hospital was military and associated with Shornecliffe Barracks and it seems likely that the other surrounding properties, including Littlebourne Lodge, may have been constructed to house military personnel, such as officers or perhaps military surgeons. At the moment, this is pure conjecture and the further historical research may confirm or deny this theory. There is some evidence to support this theory, the 1873 map shows footpaths to the west of the property, running along the western boundary and leading to the hospital buildings and at Littlebourne Lodge there is a gate in the brick wall marking the west boundary, that would have given direct access onto this path.

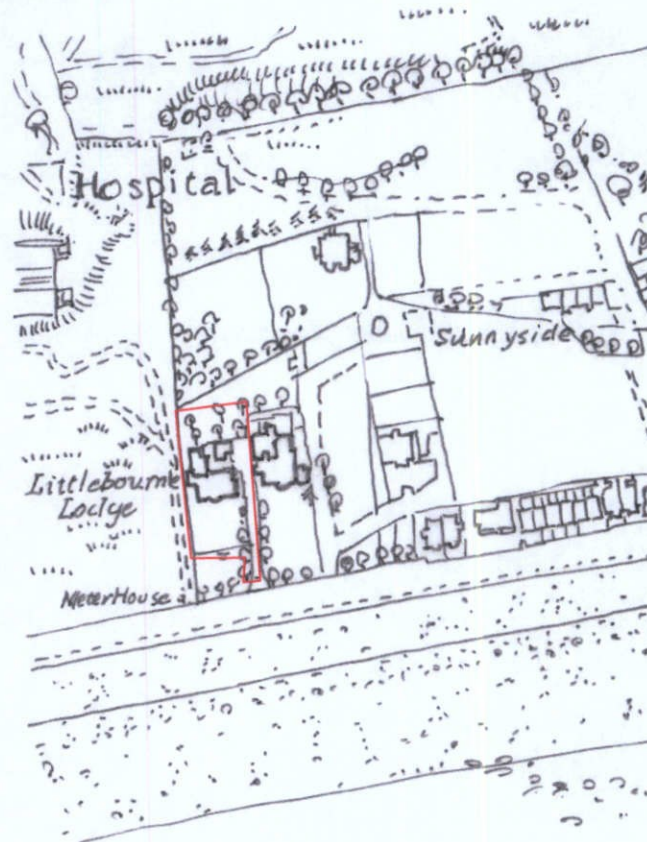


Fig 10 -. Littlebourne Lodge (red) in the context of the Historic Map of Sandgate (1873)



Fig 11 - Shornecliffe Barracks in 1850s



Fig 12 – Royal Military Hospital Shornecliffe 1907

The listing description suggests that Littlebourne Lodge was constructed in the mid -19th Century, which is consistent with the Italianate architectural style of the main house, which is typical of the 1830's and 40's. As described above, the building is constructed in two blocks, with the main house to the south and with an annex attached to the west side of the north elevation of the main house.

The main house contains the principle rooms for the principle occupants, with some ancillary and storage areas in the basement, probably including the original kitchen and food storage areas. The principle rooms to main house contains many well-preserved and fine period details, and remains largely as originally constructed, except for the subdivision of the southeast bedroom at first floor, and of the smaller northern rooms at first floor and the insertion of en-suites into these spaces. It is also clear that there was a corridor at first floor to the west of the stairs, which linked the main house with the ancillary accommodation at first floor, which is now cupboard space for the southwest bedroom and en-suite. There is evidence of a blocked-up door at the top of the main stairs and the corridor links to the blocked door that can be found at first floor in the maisonette. It is possible that the small flight of stairs that will be necessary to link the two parts of the building still exist below the floor in the corridor behind the west en-suite.

On the ground floor a modern kitchen has been installed in the small room to the west of the staircase, and at one time the current larder may have been the ground floor link between the main house and annex to the north. In the basement, there have also been some alterations to the original layout, including the insertion of a bathroom in the bedroom to the south west, and the subdivision of the storage areas below the middle room to the south. There is evidence of damp in the basement walls at low level.

There is a mid-20th Century glass conservatory, which has been constructed to enclose the west end of the covered veranda, which is in very poor condition (figs 13 & 14). There is also a more recent glass conservatory that has been constructed in the external area to the west of the new kitchen and which is accessed directly from the kitchen area (fig 15).



Fig 13 – 20th Century Conservatory



Fig 14 - 20th Century Conservatory



Fig 15 – Modern conservatory



Fig 16 – Glass shed

The annex to the north of the main house is likely to have been the servants' quarters. There is evidence of some changes to the original layout of this part of the property, including its separation from the main house; the creating of a separate self-contained flat at ground floor, with the addition of a small porch and bay window to the east elevation (fig 7), and the insertion of a bedroom, en-suite and kitchen; and the creation of a new entrance at first floor level, accessed via a new timber staircase and platform (fig 8), which also allows access to the rear garden area. It is difficult to tell whether the arrangement of rooms at first and second floor level of the annex is the original layout or a later configuration, possibly dating from the late 19th Century. At first floor, there is a bathroom and toilet, which must be later additions, and in the 20th Century a kitchen was added and which has now been removed. One further alteration has been the removal of the top of the chimney stack above roof level, that serves the fire places to the annex.

The east elevation of the annex also shows evidence of alterations. It seems likely that the original construction of this block was in ragstone block with brick quoins to the corners and window arches, however, the walls at ground floor level and a central panel at first floor are constructed in brickwork. There was a landslip in this area of Sandgate in March 1893 and this is likely to have caused damaged the rear of the property at Littlebourne Lodge, this would be consistent with the evidence within the building of alterations that appear to correlate with this date. It is also supposed that the stone retaining walls to the north side of the parking area also date from the late 19th Century after the landslip.

There are a glazed shed and porch, dating from the mid-20th Century, which have been constructed against the western side of the annex (fig 16). These are in very poor condition.

There is a garage constructed against the retaining wall in the area to the northeast of the property, which is in the same location as an outbuilding shown on the 1873 OS map and although the garage has a modern flat roof, the external brickwork appears to date from the 19th century (fig 3).

Planning Context

Littlebourne Lodge is a Grade II Listed Building and is in a Conservation Area and an Area of Special Character (See fig 17 below).

Planning History

Our 'on line' search for the planning history of Littlebourne Lodge did not show any results about previous planning or listed building consent applications. We would therefore request Shepway District Council to carry out a planning history search of their own records to provide this information.

The idea here is to sympathetically add space without changing the structure of the building and without impacting on what can be seen by our neighbours. Something which can also be removed in the future.

From an ecological point of view we want to generate as much power as we can from our own resources. To that end we want to add solar panels to the part of the roof which can't be seen and to the rear retaining wall. Hopefully battery technology will be developed which will enable us to store electricity for when we need it although in the meantime we can feed any surplus back to the grid.

There are also some internal changes we'd like to meet such as adding a bar to the basement and adding a sauna to a damp underground storage room which won't change the historic fabric of Littlebourne Lodge.

We do want to add a door on the North wall of the cottage (and close the existing main door and replace it with a window). The rationale here is to do with the reintegration of the cottage into the whole building. Having a door on the North wall will enable us to walk straight from the main house into the back garden.

I'd be happy to discuss any part of our proposals!"

Proposed work to main house

The proposed work to the main house is as follows;

1. Demolition of existing 20th Century conservatory located below the western end of the south covered veranda and replacement with new extended glass conservatory linked to existing modern conservatory attached to the kitchen. Work to include the removal of an existing timber shed to the west of the veranda, and the demolition of a small section of brick garden wall between the main house and the west boundary wall. The new conservatory will have a roof level below the decorative valance of the tent roof veranda cover and set back from the southern edge of the supporting posts. The southern elevation will be designed with as thin section to the roof. The new conservatory will maintain the existing lightwell to the basement.
2. Removal of modern internal walls to the store rooms behind the existing wine cellar to form a new bar area, including the insertion of a new free standing bar.
3. Removal of existing modern dry lining to examine the extent and cause of damp penetration and any necessary remedial work to eliminate damp ingress. Work to include the removal and replacement of existing sanitaryware and tiling
4. Conversion of existing coal cellar adjacent to the main house to form a new sauna, including the lowering of the existing floor level, any necessary under pinning; the formation of a sump; drylining and finishing with timber slatted wall, floor and benches.
5. Reopening a former doorway from the main stairs at first floor leading into a former corridor linking the main house with the annex, including removal of a small area of floor to reuse or replace the steps linking the two parts of the house. Also, to include closing the existing opening between the corridor and the adjacent en-suite and to the adjacent bedroom. The existing door to the bedroom is to be retained and the new dividing wall to be positioned to create a small cupboard opening onto the bedroom.
6. The existing windows to the main house are to be overhauled in situ as necessary and redecorated
7. The existing asphalt roof to the tent roof veranda cover is to be replaced with a new GRP roof to match the equivalent veranda roof to the adjacent property Frenches. This work to include the removal of the existing applied gutter and so return the edge detail to its original configuration.

Proposed work to the annex is as follows;

1. Removal of the entrance door at first floor and replacement with a new window to match adjacent windows, to include infilling the lower part of the opening with ragstone reclaimed from other proposed alterations. There is clear evidence that this opening was originally a window opening and this work would represent the reinstatement of the original window.
2. Formation of a new opening in the north wall at first floor to contain a new pair of French doors with two side lights. Work to include a reduction in ground level to the north of the annex of about 1m depth and the formation of new paved terrace area and associated steps up into the garden areas. The new opening to include brick quoins to the sides and a brick arch lintel, to match existing openings in the annex. New doors to be of painted timber in traditional detailing to match existing windows.
3. Removal of the timber and glass porch attached to the west elevation of the annex and the replacement of the existing door with a new fixed glazed, full height window.
4. Removal of existing glass shed attached to the northwest corner of the annex
5. Internal alterations at first floor level to include the removal of the wall forming the internal entrance lobby; the insertion of a new kitchen; an necessary remedial work to prevent water ingress; and opening up of the existing chimney breast and insertion of a new wood burning stove.
6. Internal alterations at second floor to remove all existing internal walls and install new walls to form two bedrooms, with two en-suites and walk-in cupboards. All internal doors and ironmongery to be retained and reused in new configuration and any necessary new doors to be constructed to match existing retained.
7. Reconstruction of the top of the northern chimney stack to match the existing adjacent, including installing a new flue liner to connect to the new wood burning stove at first floor
8. Ground floor areas to have existing sanitaryware, kitchen units and drylining to be removed to enable inspection of existing external walls regarding damp penetration and to carry out any necessary remedial work. Installation of new sanitaryware and kitchen after remedial work completed.

Proposed external work is as follows;

1. Stabilisation of the ragstone garden wall and adjacent masonry wall to the west of the main house. There is evidence of some movement in the walls in these locations, which have now been inspected by Abbas Contractor of The Morton Partnership, a suitably qualified Structural Engineer, experienced in dealing with Listed Properties. The structural engineer will be producing a report following his initial inspection, but his preliminary finding is that the movement does not appear to be live. He has asked for an area of brick paving to the veranda to the east of the main house to be removed and the sub-base inspected, following which he will recommend suitable remedial action. He also asked for the existing modern brick wall that has been constructed on top of the original ragstone wall to the southeast of the main house, to be removed, which we would also like to apply for consent in this application.
2. Installation of an array of solar panels to the garden area immediately above the garage. This area cannot be seen from anywhere except for within the property at first floor level.
3. Installation of an array of solar panels to the internal roof slopes of the main house. These would not be visible from anywhere except the top of the rear garden.
4. Replacement of the existing external timber stairs and landing with new painted metal stairs with plain round balusters and half round handrail.

Pre-application advice

The proposed alterations we issued to Shepway District Council for pre-application advice (ref Y16/0103/PREAPP) and a meeting was held on site on 21st October 2016 between the applicant, Malcolm Cuthbert, his agents, Mark Hall and Roger Joyce and the planning officer

Katy Claw and conservation officer Clive Bowley. The resulting pre-application advice was issued by email to the applicant and his agents on 8th November 2016 and a copy of this advice is included in appendix 1 of this document. In brief, the officers from Shepway District Council were generally supportive of the proposed alterations and provided advice and comments in relation to adjustments that might improve the scheme. This advice has been adhered to and the changes included in the revised scheme which is the subject of this application.

Potential impact on the historic asset.

The most important part of the historic asset that is Littlebourne Lodge is the main house, which is a fine example of an early Victorian Italianate Style property. The work to the main house is limited to the removal of some modern internal walls; the reopening of the original connection to the annex and remedial work to stabilise some ground movement and the prevention of damp penetration. The areas of work with the greatest potential impact is the proposed conservatory and the re-roofing of the tent roof veranda. The conservatory replaces an existing conservatory that currently has a negative impact and the proposed new conservatory will represent an improvement to the current situation. The proposed new roof finish to the veranda would also represent an improvement to the current situation as the design could mimic a traditional zinc roof finish and could also reconfigure the drainage system to the original and so remove the modern external gutter arrangement.

Most of the proposed work is to be carried out in the annex building, where some of the work involves removing poor quality modern additions or alterations, such as the removal of the glass shed and the glass porch; the replacement of the timber stairs with an appropriate painted metal staircase; and the reinstatement of the window where the existing entrance door is located. The internal alterations in the annex are more extensive, but this area is of less importance than the main house and the proposed changes would result in a much higher standard of accommodation, suitable for a property of this type and size. The most extensive alteration is the creation of the door opening to provide access into the rear garden areas. This opening would be formed through the north wall at the back of the property and the creating of this opening would enable direct access from the property into the garden areas to the north, which would represent a significant improvement to the property. On balance, therefore, the loss of some of the historic fabric of the building should be acceptable given the significant improvement achieved in the working of the building as a whole.

The solar panels would be located such that they are discrete and would not impact the setting of the building from any normal locations and therefore have a negligible impact.

APPENDIX 1
Pre-application Advice

From: katy.claw@shepway.gov.uk [<mailto:katy.claw@shepway.gov.uk>]

Sent: 08 November 2016 10:48

To: Roger Joyce <roger@rogerjoyceassociates.co.uk>

Subject: Y16/0103/PREAPP - Littlebourne Lodge, 1 Sandgate Esplanade

Dear Mr Joyce,

Pre-application reference: Y16/0103/PREAPP

The Site

Littlebourne Lodge is a large detached villa, one of a pair, located on steeply rising ground to the North of Sandgate Esplanade and overlooking the sea. There is a separate three storey annexe attached to the rear of the main house. A driveway approach, shared by both houses, terminates in a driveway turning area between the houses.

Littlebourne Lodge is a superb substantial two storey early Victorian villa from the 1830s designed in the Italianate Style with painted stucco elevations, with a central curved bay feature rising through both stories, all under a slate roof. A wide "tent roofed" veranda extends along the whole of the front garden elevation and returns at either end. This veranda, originally zinc roofed (but now felted) has a fretwork valance and is supported on slender paired columns.

The accommodation extends over three floors with a service basement, grand rooms at ground floor level and a series of bedrooms at first floor level. At the rear of the main house there is an attached cottage set at a higher level. This is built into the hillside and comprises of three floors, built of Ragstone with brick dressings. This building appears to have been substantially rebuilt in the late c19th, possibly as a result of a landslip, and the interior is of lesser importance than the main house – a mixture of late 19th Century rooms and 1960s alterations.

There is a sunken area at both the side (West) and rear (North) of the main house providing light to the rear of the cellar accommodation. A modern timber staircase rises up to the first floor entrance to the annexe accommodation and also the rear gardens. The rear garden continues to rise up beyond the rear of the house and is subdivided up into a number of different garden areas.

Proposals To The Main House

- Demolition of an existing timber conservatory, built within and under the West end of the main veranda, and its replacement by a new glazed box conservatory, part under and extending to the West of the veranda up to the brick boundary wall and extending along the side elevation to connect to an existing conservatory further to the rear. A lightwell is formed above the existing basement lightwell to allow light to continue to get to the basement windows.
- Internal alterations including:
 1. Basement Level – Removal of modern partition walls within the bay room (currently subdivided)
 2. Conversion of a vaulted coal cellar at the rear into a sauna

3. Ground Floor Level – no other internal alterations
4. First Floor Level – Reopening of a corridor and steps leading through to the rear annexe house

Proposals To The Annex

- Alterations to the layout at ground floor, first floor and second floor
- Replacement of the existing staircase leading to the first floor entrance and garden
- Removal of the first floor entry door, replaced by a window
- Formation of a pair of French doors at first floor level - leading into the garden
- Positioning of solar panels on a ledge to the East of the annexe

Comments

The Conservatory

The main work is to form a glazed garden room to the West side of the house to replace a rather ramshackled later conservatory built into the side of the veranda and extending back alongside the house. This involves taking down a garden wall dividing the side courtyard from the front garden. Neither the wall nor existing conservatory is of any merit. Whilst, ideally, it would be better if the veranda were left unencumbered, the proposal is a direct replacement of the existing, and because of its simple modern detailing, an improvement over it.

It is however important that the detailing is carefully designed and the building kept *down* from the edge of the existing decorative valances, which must remain untouched. The eaves edge detail needs to be kept as thin as possible, and preferably thinner than that shown on the drawings. Ideally the glass line should be set back from the line of columns supporting the veranda and preferably set back in line with the main façade of the house, so that the veranda can pre-dominate rather more than is the case at the moment.

The garden wall linking the house to boundary wall is later and not of any significance – so its loss is not problematic. The link onto the main conservatory is also okay as this is a modern structure of no historic interest.

Works Within the House

Basement Level – The works only involve the removal of modern walls and do not detract from the character of the house at this level. The conversion of the vault is challenging and will require underpinning of the vault walls to increase the headroom. This area is of no special character and the works can be carried out without harming the character. Details of any alterations will need to be submitted in due course. There are some of the original scroll work cast iron balustrade panels stored in this room and ideally these should be reinstated to the front veranda where they came from originally.

Ground Floor Level – No works

First Floor Level – Works here involve the reopening of a previous corridor link through to the annexe cottage at the rear. The additional door shown will need to match the existing bedroom door to the left of it. The existing cupboard within the bedroom, shown on the plans to be removed, should instead be retained to protect the symmetry of the room but it can be sealed up from within, leaving a shallow cupboard behind the existing door.

Rear Annexe House

The interior of the annexe house is of far less interest than the frontage building.

Ground Floor Level – Works include the removal of some partitions and the opening up of a chimney breast – these are all later partitions and their removal is acceptable.

First Floor Level – Here the existing entrance door is to be removed and the opening restored back to a window, a hall partition to be removed and a new set of French doors formed in the back wall to connect the principle living room with the garden. Again the fireplace is to be reinstated. These alterations all seem okay. The proposed French doors have a beneficial impact on the character of the house, connecting it to the high rear garden. The wall here is Ragstone but featureless and I see no problem with forming an opening provided the opening is trimmed with brickwork to match the detail on the rest of the house with a beam lintel over the opening. The proportion of the doors is rather wide and I suggest an amendment to have narrower doors but a wider opening with, say, four door leaves or two doors and two fixed side panels – to give a more traditional appearance.

Second Floor Level – Here the c19th arrangement of three bedrooms off a narrow corridor is to be reordered to form only two bedrooms with en-suites for both. These alterations are more radical but the existing interiors are not of special quality and the replacement layout seems okay provided that doors are either reused or replaced to match, complete with architraves and skirtings, etc, all to match the original pattern.

The existing external staircase is an ugly modern timber stair and the replacement is to be constructed of steel. This is fine provided that it is traditionally detailed with plain round balusters and a flat half round handrail and is painted finish not galvanised.

The solar panels are arranged along a ledge at high level to the North of the parking area and will only really be seen from windows within the house and I therefore believe they should be acceptable.

Apart from the alterations, repairs are also required to address structural movement in the East wall supporting the veranda, and external landing and steps, together with the boundary wall to the South of it. This work will need to be carefully carried out and the services of a sympathetic historic buildings engineer are recommended to propose the minimum necessary interventions to address this structural failure.

Recommendations

Generally the proposals are well thought out and various points were raised with the owner and architect during the site visit and these suggestions seemed to be generally welcomed. To summarise suggested amendments include:

- Set back front of glazed conservatory link to line through with the main building
- Eaves to be set clear of the veranda fretwork and detailed to appear as slender as possible
- Retain doorway in West bedroom to act as the front of a shallow cupboard, rather than removal of the door
- Amendments to the design and proportions of French doors to rear North wall of annexe cottage
- Details will be required to show the underpinning and the conversion of the cellar vault into a sauna
- Balustrade panels stored within the vault should ideally be restored to the East side veranda

Staircase to rear garden needs to be traditionally detailed and painted metal

I hope the above is helpful, I look forward to receiving applications in due course.

Yours faithfully

Miss K Claw
Planning Officer
T: 01303 853538
Shepway District Council, Civic Centre,
Castle Hill Avenue, Folkestone, Kent, CT20 2QY
E-mail: preapplication@shepway.gov.uk
www.shepway.gov.uk
Follow us on [Twitter](#) and [Facebook](#)



Please consider the Environment before printing this email

The contents and any attachments of this e-mail message are confidential and intended only for the named addressees. If you have received it in error, please advise the sender immediately by return email and then delete it from your system. Any unauthorised distribution or copying of this transmission, or misuse or wrongful disclosure of information contained in it, is strictly prohibited. Shepway District Council cannot accept liability for any statements made which are clearly the sender's own and not expressly made on behalf of the council.

All email to and from the council may be monitored in accordance with the council's policies.