

## **DESIGN & ACCESS AND HERITAGE STATEMENT**

### **ELIZABETH HOUSE, THE STREET, MEOPHAM, DA13 0AJ**

- **Alterations to existing modern, ground floor rear kitchen extension.**
- **Demolition of existing modern, ground floor rear, WC extension.**
- **Internal alterations and refurbishment.**



## **APPLICATION FOR PLANNING AND LISTED BUILDING CONSENT**

**JOB NO: 4412**

**NOV 2025**

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## 1. Introduction

Haines Phillips Architects have been appointed to prepare an application for Planning and Listed Building consent for proposed works to this Grade II Listed house. This Design & Access and Heritage Statement accompanies the application and should be read in conjunction with the submitted drawings.

The proposed works include alterations to the existing ground floor, rear extension, the removal of the existing WC / utility room rear extension, the creation of a new opening on the rear elevation at ground floor level, internal alterations and refurbishment, including replacement of the unsightly, existing, modern staircase with a traditional timber staircase, at all floor levels.

## 2. Relevant Recent Planning History

Elizabeth House:

- 19830281 (Granted Planning Permission/Listed Building Consent) dated 27<sup>th</sup> May 1983.  
Erection of conservatory at the rear.
- 20020300 (Granted Planning Permission/Listed Building Consent) dated 10<sup>th</sup> July 2002.  
Change of use of ground floor shop to residential use.

Dorrington Cottage:

- 19830260 (Grant Planning Permission/Listed Building Consent) dated 15<sup>th</sup> April 1983  
Erection of single storey rear extension to form utility room cloakroom and double garage and formation of new vehicular access
- 20080039 (Grant Planning Permission/Listed Building Consent) dated 15<sup>th</sup> April 2008.  
Application for Listed Building Consent for alterations in connection with the conversion of the double garage into a bedroom.

Well House:

- 19871140 (Grant Planning Permission/Listed Building Consent) dated 6<sup>th</sup> April 1988  
Erection of a single storey rear extension to form games room.
- 19960416 (Grant Planning Permission/Listed Building Consent) dated 6<sup>th</sup> June 1997  
Erection of two single storey side extensions to form enlarged kitchen and enlarged utility room incorporating pergola with two brick piers and arches.
- 19960417 (Grant Planning Permission/Listed Building Consent) dated 6<sup>th</sup> June 1997  
Application for Listed Building Consent for partial demolition of external wall in connection with erection of two single storey side extensions to form enlarged kitchen and utility room.

The George Inn:

- 20180841 (Grant Planning Permission/Listed Building Consent) dated 10<sup>th</sup> August 2018  
Application for Listed Building Consent for the erection of single storey rear extension to form lobbied entrance involving alterations to the entrance into the trade preparation area and instillation of a polycarbonate roof over existing rear pergola.

### 3. General Property and Site Description

Elizabeth House is a Grade II Listed single dwelling house within The Street, Meopham Conservation Area of Gravesham Borough Council. It is a semi-detached house on “The Street” in Meopham, Kent. It was first listed on 26<sup>th</sup> July 1983, with a statutory address of Elizabeth House (The Post Office), The Street, Meopham, DA13 0AJ.

The details of the listing as it appears under Historic England’s List Entry Number 1350241 is as follows:

*(Quote)*

“TQ66 NW MEOPHAM THE STREET 4/92 Elizabeth House (the Post Office) II”

“C17 rendered front. Rear wall of red brick. L-shaped, of 2 storeys and attics. String course stepped up over sash window. one each side of entrance door. Tiled roof with bonnet hips. Central chimney. Two cast iron casements with glazing bars east of sash windows. Wood casements and dormers above. Gabled C19 porch. Single-storey flint faced rear projection. Internally 2 ingle fireplaces to central chimney and one in 2-storey wing. Much original timber framing and roof timbers exposed. Used as workhouse 1724 - 1834.”

Listing NGR: TQ6442366014



*View of Elizabeth House from The Street.*



*View of the rear elevation from the garden, showing the WC / Utility Room extension (left) and rear kitchen extension (right).*



*View of rear elevation from the garden.*

#### 4. Description of the Existing Listed Building

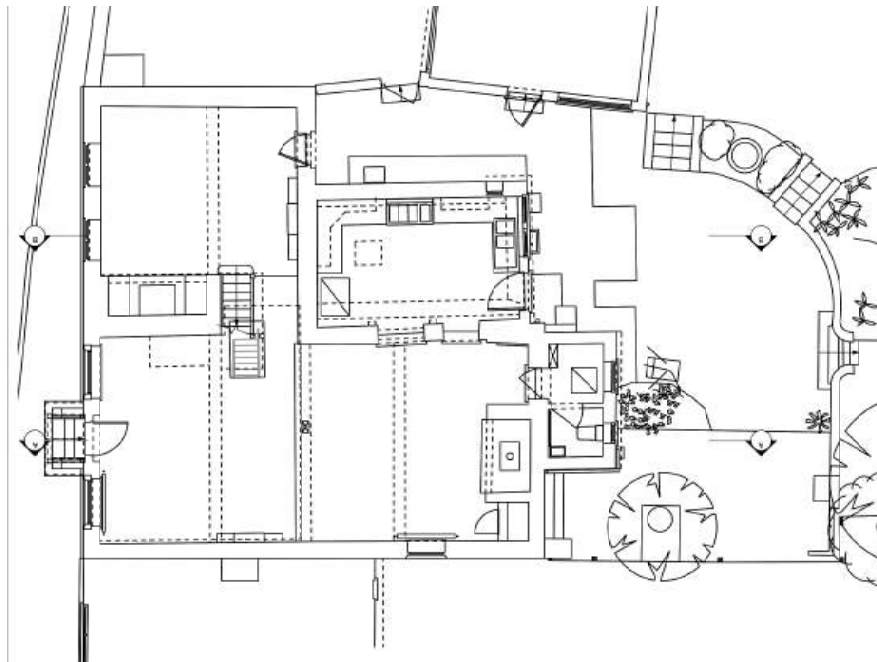
Elizabeth House is an early C18 two-and-a-half (in roof) storey semi-detached house, originally designed and used as a workhouse from 1724 – 1834. In more recent times, Meopham Post Office has circulated between Elizabeth House, Well Cottage and St John's Cottages opposite the church. The Post Office finally closed whilst located at Elizabeth House in 2003 when the property was converted into a single-family dwelling.



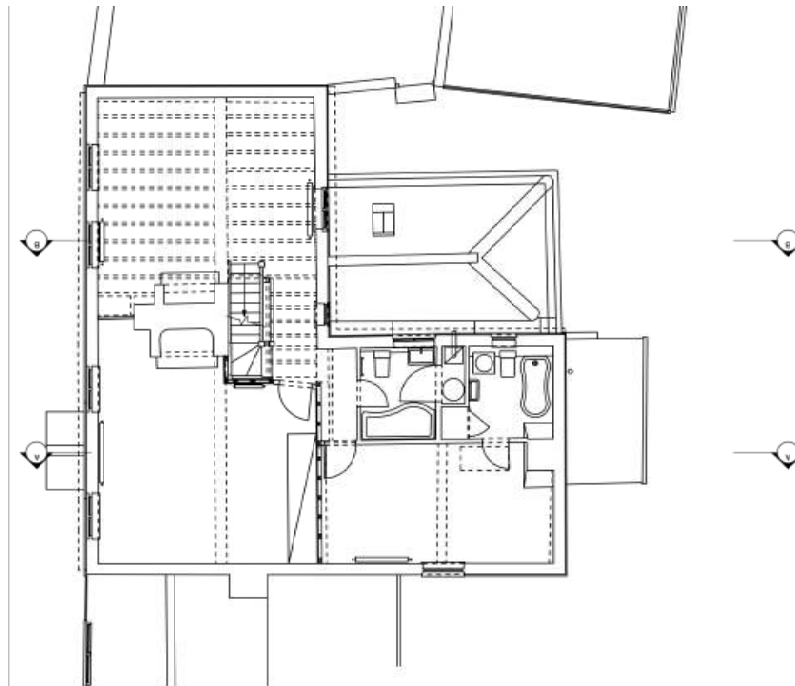
*View of Elizabeth House, early 20<sup>th</sup> Century in its role as a Post Office.*

Elizabeth House is of a stock brick construction laid in - predominantly - Flemish bond with lime mortar with white painted lime render finish at ground and first floor levels on the front elevation. The ground floor has a sash window with above-window cornice on each side of the timber framed porch that houses the four-panelled timber entrance door. A pair of cast-iron, side-hung double-casement windows are located on the left-hand side of the front elevation. The windows at first floor level on the front elevation are cast-iron, side-hung, double-casement windows with glazing bars in timber frames while the dormer windows to the attic are white uPVC side-hung, casement windows with a fixed light and one opening casement.

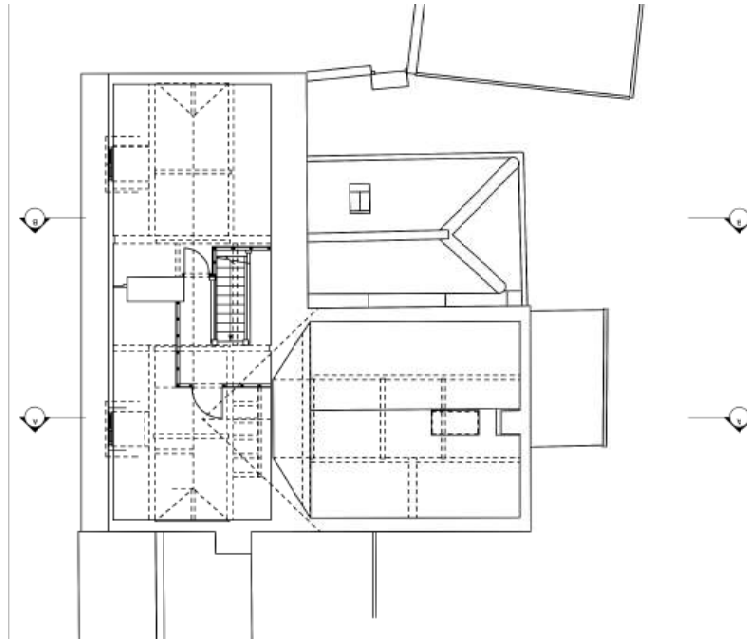
Its internal fabric has been altered over time, from its original design as a workhouse, to its use as a commercial Post Office space, to its conversion into a single residential dwelling in 2003. The most recent works relate to 20020300 granted in July 2002, affected the layout of the Ground, First and Second floors. The current ceilings and internal walls are predominantly constructed from modern studwork and plasterboard, with a mixture of pendant, ceiling-mounted and wall lights throughout the property. Some original timber studwork remains at the property though not in its original location.



*Existing Ground Floor layout*



*Existing First Floor layout*



*Existing Second Floor layout*

**Basement:** The existing basement is used as a storage space. The entrances to two tunnels dating from its time as a workhouse (leading to St John's Church and to what is now The George Public House) have been blocked up previously. The staircase from the basement to the Ground Floor level aligns with the current main staircase. The timbers and wall build up in the basement appear to be original, the staircase itself does not, and likely dates from its change of use in 2003.



*View of the main staircase.*

Ground Floor: The existing principal rooms on the ground floor – originally thought to have been sub-divided into 3no. rooms housing separate families during the property's time as a workhouse – comprising reception room and living room retain some period features including 2no. Ingle fireplaces, as noted on the property's listing. However, modern interventions include a new open-riser staircase installed in the property and the installation of a timber post erected at Ground Floor level in the Living Room to prop a sagging steel beam that supports joists at First Floor level.

Two extensions have been built to the rear of the property in recent years. These are of brick construction (Flemish bond in Kitchen extension with knapped flint panels and stretcher bond in Utility Room/ WC extension) with clay, plain tile roofs. The kitchen extension has a hipped roof whilst the Utility Room/ WC has a lean-to roof.

First Floor: The master bedroom is located above the main entrance at the front of the property with a games room on the other side of the central fireplaces, above the Snug. A family bathroom is accessed from the First-Floor landing. A guest bedroom is located at the rear of the property with an en-suite bathroom.



*View of the master bedroom*



*View of the family bathroom*

Second Floor: Two further bedrooms, with modern plasterboard partitions and ceilings.



*View of the bedroom, 2<sup>nd</sup> floor.*

## 5. Proposals

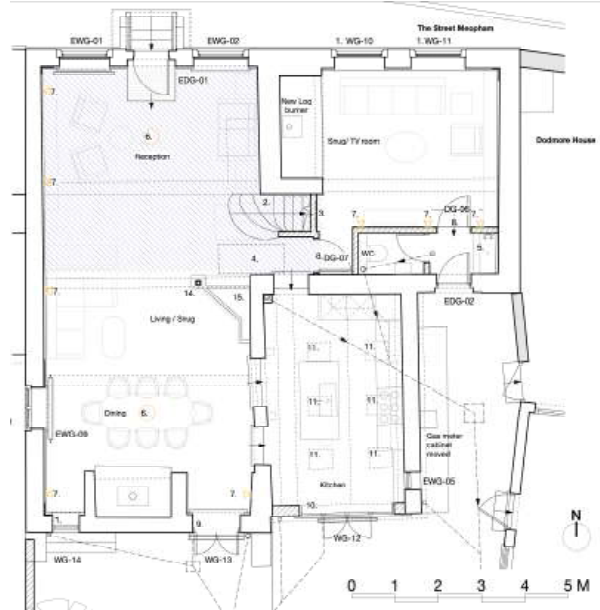
The current owner/ occupier has owned the house since 2021, and the accommodation is now in need of refurbishment and sensitive modernisation. The proposals are as follows:

Basement:

- Existing timber stair to living room retained and relocated.

Ground Floor:

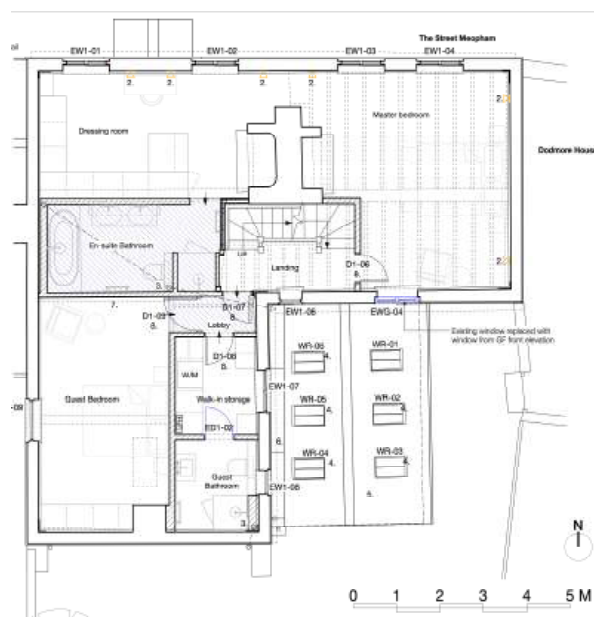
- Removal of existing floor finish
- Floor level raised in front Reception Room to match floor level in rear Reception/ Dining Area: new timber joists laid on existing joists with insulation in between 18mm WBP plywood laid over to align with top of existing slabs in Living and TV Room areas. All to receive flagstone floor finish throughout.
- New cellar hatch to staircase to basement level in new location, as above.
- Kitchen floor build-up: Existing screed retained and made good. Levelling screed applied. Flagstone finish to match Ground Floor Reception Rooms.
- New, oak staircase, in a new layout.
- Slim profile secondary glazing to be installed to windows EWG-01 & EWG-02.
- New painted timber, sliding sash windows, WG-10 and WG-11 to the front elevation, to match EWG-01 & EWG-02.
- The wrought iron fire grate and brick plinth in the Ingle fireplace in the Snug/ TV room is to be removed, bricks retained, cleaned and reused to repair hearth, to match the other existing fireplace. A new wood-burning stove is to be installed.
- New partition in Snug/ TV room to create new WC/ Utility Room with entrance from rear garden.
- The existing steel beam supporting joists at first floor level is sagging which necessitates the removal of the existing timber post and its replacement with a new steel post (square hollow section) on new pad foundation in location specified by Structural Engineer (refer proposed GF plan).
- The existing kitchen roof clay tile covering, gutters and perimeter flashings are in a poor condition. These roof coverings and flashings will be replaced with new clay tiles to match the existing, with new lead gutters and flashings to match the existing.
- The kitchen extension will have its end wall demolished, hip roof removed and ridgebeam extended to form a fully-glazed gable wall (with brick side-panels) with direct access through elegant, Crittall-style French doors to the garden.
- 6no. new Conservation rooflights will be installed in the new roof over the kitchen extension, to match the existing Conservation rooflight in that location (to be replaced).
- 1no. new opening to the rear of the dining room for a full-height window looking onto the garden.
- The existing WC/ Utility Room lean-to extension is to be demolished with modification of the existing opening in this location to create direct access to the garden from the rear Living/ Dining Room (see Proposed Ground Floor Plan) via elegant, Crittall-style French doors.



*Proposed Ground Floor layout*

#### First Floor:

- New, oak staircase in a new layout.
- New section of raised floor in En-suite Bathroom and Lobby area to allow for drainage from En-suite Bathroom.
- New partition wall (part of the staircase landing) to create a Master bedroom with Dressing Room and New En-suite bathroom.
- New underfloor heating and floor finishes throughout (see General Notes).
- New partitions in Guest bedroom to create walk-in-storage/ Utility Room and Guest bathroom.
- Slim profile secondary glazing to be installed to windows EW1-01, EW1-02, EW1-03 & EW1-04.
- Modern, rear window EW1-05 replaced with window EWG-04 removed from the front elevation at Ground Floor level.



*Proposed First Floor layout*

**Second Floor/ Attic:**

- New internal partition walls to create Attic storage/ Study room, attic storage room and Shower room.
- New underfloor heating and floor finishes throughout (see General Notes).
- 3no. new Conservation rooflights to be installed in rear (garden-facing) slope of main roof to the property to serve the Shower room, Attic storage room and Attic storage/ Study room



*Proposed Second Floor layout*

**Roof:**

- New boiler flue and SVP openings created in roof, in rear, garden-facing slope.
- 3no. new conservation rooflights to be installed (as noted in Second Floor proposals above).

**External works:**

- Existing knapped flint wall in poor condition (ivy roots have taken hold in mortar joints) to be rebuilt to match existing
- Existing garden wall in poor condition (bricks blowing) to be rebuilt to match existing
- Existing close-boarded, timber, boundary fence to rear garden is in poor condition and it is proposed to replace this with a new brick wall in brickwork to match the existing house.
- A structural glass covering is proposed for the existing well in the rear garden to enhance this feature.
- An area of the garden accessed from the Rear Reception room is to be lowered to form new patio.

**General Notes for all floors:**

- All existing plastic rainwater and soil pipes to be replaced with black aluminium cast iron look pipes

- Existing, black-painted exposed timbers are to be cleaned (sandblasting - low pressure and SUPER FINE recycled crushed glass media) and an appropriate surface treatment applied (oiled).
- All new partitions will be constructed using timber studwork and this work will be fully-reversible.
- Dot-and-dab insulated plasterboard to be installed on all perimeter walls, skimmed to improve thermal performance of existing building fabric. To be mechanically fixed to roof timbers in eaves at Second Floor level.
- New, oak staircase serving all floors to be with hardwood handrail (natural finish), with square spindles painted white.
- Underfloor heating (First & Second Floors): existing, non-original floor finishes to be removed down to original joists. Shims introduced to level floor, OMNIE insulated, underfloor heating panels installed between joists with new floor finish installed over to provide level surface. Engineered timber finish with tiling to wet areas.

## 6. Assessment of the Impact of the Proposed Works

### 6.1. Character of the Conservation Area:

The proposed changes to the kitchen extension, new window and French doors to garden and Conservation rooflights will not be visible from The Street nor any other public views of the Conservation Area and barely visible from neighbouring private properties. Therefore, there is a neutral impact on the appearance and character of the Conservation Area.

The proposed front windows at ground floor level will be in a style to match the as existing pair of sash windows on the ground floor level (either side of the front door) and will enhance the appearance of the front elevation, returning it to its assumed original configuration and making a positive contribution to the character of the Conservation Area.

The existing garden walls, which are in poor condition, are being rebuilt which will make a positive contribution to the Conservation Area.

The existing rear garden fence is to be replaced in brickwork to match the brickwork of existing house. There is a neutral impact on the appearance and character of the Conservation Area.

The proposed landscaping works will have a neutral effect on the Conservation Area.



*Proposed Front Elevation*

## 6.2. Character of the Listed Building:

### Heritage Gains:

- Demolition of the rear, WC extension, replacement of the staircase and replacement of 2no. small casement windows with sashes to match the existing on the Ground Floor front elevation all enhance the listed building and represent heritage gains.

### Basement:

- The proposed works to the staircase and existing opening are minor in nature and will not cause any harm to the significance of the listed building.

### Ground Floor:

- The proposal of a new staircase is a heritage gain.
- The new flooring and new reversible, partition wall to create a WC /Utility room will not cause any harm to the significance of the listed building.
- The non-original grate and its associated ash-pit are to be removed from the Ingle fireplace in the Snug, hearth repaired, and new log-burning stove installed. The ash-pit will not be needed with the proposed log-burning stove and all repairs to the hearth will be made using bricks retained and reused from the existing ash-pit to match the other bricks currently forming the hearth. The characteristic opening of the Ingle fireplace will be untouched. These works are minor and will not cause any harm to the significance of the listed building.
- The new double-glazed timber windows WG-03 & WG-04, to match the existing EWG-01 & EWG-02 will have slim-line double glazing. The remaining 6no. windows at the front of the property (at GF and 1F levels) will have slimline secondary glazing installed for the same reason. These measures to enhance the sustainability of the existing building will not detract from its character or significance.

#### Rear, kitchen extension:

- The changes to the existing kitchen extension have been designed with a traditional appearance and an appropriate scale, replacing the hipped roof of the original extension with a glazed gable end wall. This modern extension will remain subservient to the original building and will not detract from its character or significance.
- The proposed gable wall will be in an Crittall-Style glazing system to clearly distinguish it from the original, listed fabric.
- It has been designed to elegant proportions with four panels, two of which will be French doors. The rolled steel framing will be in either a black or dark grey coated finish appropriate to the prevailing character of the listed building.
- The new roof to the kitchen extension will have plain, clay roof tiles and new gutters and flashings to match the existing roof.
- The increased volume will allow more daylight to permeate into the kitchen and dining room, enhancing the existing accommodation of the listed building and retaining an appropriate scale, therefore not detracting from the character of the listed building.



*Proposed Rear Elevation*

#### First Floor:

- The proposal of a new staircase, new, levelled flooring (with underfloor heating) and new partition walls to create a Master bedroom, Dressing room and En-suite bathroom will not cause any harm to the significance of the listed building.
- The replacement of the existing rear elevation modern, casement window EW1-05 with window EWG-04 from the Ground Floor front elevation will not cause any harm to the significance of the listed building.
- The proposed new partition in the guest bedroom to create a walk-in-storage room and Guest bathroom again will not cause any harm to the significance of the listed building.

#### Second Floor:

- The proposal of new, levelled flooring (with underfloor heating) and new partition walls to create an Attic storage / Study room, Attic storage room and Shower room will not cause any harm to the significance of the listed building.

Roof:

- The proposed creation of three new openings for the new boiler flue and SVPs and the addition of 3no. Conservation rooflights will not cause harm to the significance of the listed building.

External Works:

- The proposed creation of three new openings for the new boiler flue and SVPs and the addition of 3no. Conservation rooflights will not cause harm to the significance of the listed building.

The proposed landscaping works will not cause harm to the significance of the listed building.

## **7. Accessibility**

The application site currently contains a single dwelling house with access from The Street. There are no changes proposed to the existing access arrangements.

## **8. Conclusion**

The above proposals preserve the significance of this heritage asset and have a neutral effect on the Conservation Area. They are in line with proposals granted consent at Dorrington Cottage and Well House.

The works are not considered to harm the special interest of the listed building, and the proposals have been designed in accordance with all relevant planning policies.