Manor House, 5 East Street, Crowland: Supporting statement for H02-0837-25 condition 12 (roof light and hatch)

Site Note 4 24 February 2026, job no. 438-44

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Prepared by:	Technical review by:	Administration by:
Katie McAndrew, BSc (Hons), PGCert, IHBC	*Claire Martin BA(Hons), PGCert, MSc, IHBC*	

H+R SOCOTEC UK Building Pathology & Heritage

Netley House, Gomshall, Surrey, GU5 9QA,

Tel: 01483 203221 Email: ei@socotec.co.uk Web: www.handr.co.uk

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1 INTRODUCTION

1.1 AUTHORITY AND REFERENCE

H+R have been instructed to prepare a cover note specific to matters concerning discharge of listed building consent H02-0837-25 condition 12 for Manor House, 5 East Street, Crowland in accordance with instructions from Iain and Barendina Smedley. Detailed drawings of the hatch have been supplied by RTK Chartered Architects and Surveyors. For the purpose of orientation in this report the building's front elevation facing onto East Street is taken as facing north

1.2 AIM

The aim of the information is to satisfy condition 12 of listed building consent H02-0837-25. The building is being repaired and alongside repair some specific 'alterations' are being undertaken which includes installation of a new roof light and a hatch. The statement will account for information and detailing specific to the roof light and hatch

2 STAFF ON SITE AND CONTACTS

2.1 H+R STAFF ON SITE

Katie McAndrew
David Watt
Fiona Russek

2.2 PERSONNEL CONTACTED

Iain and Barendina Smedley (Client)
Jack Dunn – Site Foreman (Messenger)
Jon Shilling – QS (RTK Chartered Architects and Surveyors)

For limitations that apply to this report please see section 6

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3 EXECUTIVE SUMMARY

Manor House, 5 East Street, Crowland, a grade II* listed building, is undergoing a scheme of repair to address long-term defects, and in conjunction with repairs some works are being undertaken that fall under the scope of ‘alteration’. Listed Building Consent H02-0837-25 was granted on 23 January 2026 for works to install a new roof light and a hatch (item 4.2.4 and 4.2.5 as referenced on plan and in the HS). Listed Building Consent was granted with conditions controlling the detailing of the roof light and hatch (item 4.2.4 amd 4.3.5). Condition 12 states:

> *Prior to their installation full details of the proposed roof light and roof hatch (listed as items 4.2.4 and 4.2.5 in the approved Heritage, Design & Access Statement as well as drawing ref: 438-44.P24A) shall be submitted to and approved in writing by the Local Planning Authority. The roof light and hatch shall be installed in accordance with the approved details and thereafter so maintained*

The information provided includes relevant detailed drawings and information about the new roof light and the hatch. The information submitted is intended to be sufficient to discharge condition 12

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4 BACKGROUND

4.1 BUILDING PARTICULARS

4.1.1 Location

1 Manor House is located on East Street, which is one of Crowland's principal historic streets situated in the historic heart of the town. East Street extends between the town center from Trinity Bridge, which is arguably the town's central point defined by a much renowned medieval bridge, to Crowland Abbey, which is the town's defining landmark historic building. Manor House falls under the postcode PE6 0EN

4.1.2 General description

1 Manor House presents elevations that incorporate both stone and brickwork and it has a Collyweston stone slate roof covering. The building fronts the footpath edge, and it is identifiable from the street by its stone façade which is six bays in width and incorporates windows of a cross-window type. It is an evolved building with late 17th century origins and phases of development into the mid-18th century. The building maintains a footprint, form, arrangement of internal space and features that predominantly reflects how it presented itself by the mid-18th century with limited later alteration. The building retains notable features and fabric which reflect conscious design characteristics of specific construction periods such as late 17th century/ early 18th century cross windows and oak dog -leg staircase along with early- mid 18th century sashes, panelling and two-panel doors

4.1.3 Heritage designations

1 Manor House, 5 East Street, Crowland is afforded statutory protection as a grade II* listed building. It is now identified by the following list description (as copied from the NHLE):

> *Manor house. 1690, with large additions c.1775 possibly by William Sands the Younger of Spalding. Minor C20 alterations. Limestone ashlar north front with red brick south front with ashlar dressings. Plain tiled steeply pitched hipped and canted roofs with coped rear gable and moulded wooden eaves. Various ashlar and brick chimney stacks. 2 storeys and attic. North, street, front has 6 windows with plinth and first floor band. Doorway to left with plain door surround, overlight and 6-panel door. Single window to left and 2 windows to right with a blocked doorway beyond and a further window beyond. Above 5 windows and single blocked window over the blocked doorway, with datestone inscribed: 'I.H. 1690', above. All the windows with C20 cross mullion casements. Single hipped dormer to east with 2-light dormer. West return has ashlar ground floor and brick first floor with ashlar first floor band and ashlar band below moulded wooden eaves. Central doorway with overlight and panelled door. Diamond plaque above inscribed: 'I.H.I.C. 1690'. 2 windows to the right, blocked window to the left with another window beyond, 5 windows above, all C20 cross mullion casements. South, garden, front of c.1775 has 3 window block to right with ashlar quoins and brick parapet. Central Venetian arched ashlar door*

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surround with half-glazed door and fanlight, flanked by single narrow sashes between pilasters. Either side single glazing bar sashes in ashlar surrounds. Above a small central Diocletian window with central sash in ashlar surround flanked by small single glazing bar sashes. Set back to left an earlier gabled wing with central doorway flanked by single glazing bar sashes, all with segment heads. Above two taller segment headed sashes and a small sash in the steep gable. INTERIOR; has Great Room with full-height C18 panelling, panelled shutters, 6-panel doors and deep coving and simple contemporary fire-surround with pulvinated frieze. Main doorways have moulded surrounds with plain pediments. Panelled hall with round headed doorways and arches. Panelled dining room with full height panelling and shutter, deep plaster coving and round headed niche with original shaped shelves. Fine early eighteenth century three flight dog-leg staircase has square newels, turned balusters and a ramped

2 Manor House was originally listed in 1951 and identified as a grade II listed building. On 7 February 1967 the listing was reviewed, additional information added about the building's interior and the building listing was upgraded to grade II*

4.2 CONTEXT

4.2.1 Project context

1 Manor House is presently unoccupied whilst it undergoes repair; Manor House is not in a habitable state at this present time. The building has been unoccupied since late 2024 although while in occupation prior to this date it was arguably not fit for habitation due to multiple defect issues

2 The building has been in a poor state of repair since the mid-late 20th century. It was added to Historic England's 'Heritage at Risk' register at least 10 years ago although has been in various degrees of poor repair since mid-late 20th century. Various owners have sought to repair the building over the last 40 years but to date none have succeeded in achieving this to completion and poor repairs undertaken over those 40 years have also become an issue

3 The current owner purchased the building in late 2024. They are undertaking a phased scheme of repairs to facilitate putting the building back into a good and habitable condition. Phased repairs will be carried out to address structural issues, secure the building in a wind and watertight state, repair its historic fabric and facilitate functioning services. Currently, the project is at 'phase one' stage which is focused on repairing the roof of the oldest parts of the building to secure this in a wind and watertight state

4.2.2 Planning context

1 Under phase one of works repairs are being undertaken and alongside this are some 'alterations' which have approval under listed building consent H02-0837-25. The consent is granted subject to conditions which include a specific condition regarding the provision of details for the new roof light and the lantern. Condition 12 states:

Prior to their installation full details of the proposed roof light and roof hatch (listed as items 4.2.4 and 4.2.5 in the approved Heritage, Design & Access Statement as well as drawing ref: 438-44.P24A) shall be submitted to and approved in writing by the Local Planning Authority. The roof light and hatch shall be installed in accordance with the approved details and thereafter so maintained.

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5 MANOR HOUSE, 5 EAST STREET, CROWLAND: PROPOSED ROOF LIGHT AND HATCH

5.1 IDENTIFICATION AND UNDERSTANDING OF PRESENT ROOF FEATURES

Plans within attachment A show the location of the proposed roof light and the hatch

5.1.1 Roof lights

1 Roof lights presently exist on the roof slopes of the oldest parts of Manor House. They exist on the east facing roof slope to phase A part of the building and west facing roof slope to phase B part of the building facing into the valley, identified as Rf on roof slope R1b and R2C respectively on plan in attachment A. The roof lights serve attic rooms with one of the rooms having on other source of natural light. They comprise of fixed panes of double-glazed units and are of poor construction; the glass has slipped in the joinery and water has been able to leak into the building

2 It is believed that the present roof lights were introduced to the building in the early 21st century by a previous owner of the building and installed without consent. They were reference as being in-situ and retained on the 2015 scheme under listed building consent H02-1200-15

5.1.2 Roof hatch

1 There is currently no roof hatch on the roof of Manor House

5.2 PROPOSED WORKS

5.2.1 Roof lights

Details in the form of product information within attachment B show the design and product for the proposed roof light

1 **Design matters:** The scheme approved under listed building consent H02-0837-25 allows for a rooflight to be installed on the east facing roof slope of phase A, identified as Rf on roof slope R1b and item 4.2.4 in the plans in attachment A. This replaces an existing poor quality roof light. This roof light will provide light into an attic room and will be the only source of natural light to that room

2 **Design matters**: With further consideration to this scheme instead of having a single roof light spanning awkwardly across rafters the decision has been made to utilise 2 no. small roof lights whereby the glazing will sit tidily between rafters and not over rafters

3 **Design matters**: The roof lights will be supplied by The Rooflight Co. Cotwolds. These are high quality traditionally detailed conservation roof lights. The roof lights will be small in size of light with the glazed area being the width between rafters. The selected roof lights are product CR07-2, 422mm length by 263mm width

3 **Materials**: black metal roof light

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5.2.2 Roof hatch

Drawn details of the roof hatch are provided with attachment C

1 **Design matters:** A roof light is being removed from the west facing roof slope of phase A, identified as Rf on roof slope R2c and item 4.2.5 in the plans in attachment A, as it is surplus to requirements as the room is already served by natural light from a dormer window. A roof hatch is to be provided in this location instead to facilitate safe access onto the roof for maintenance purposes

2 **Design matters**: The proposed roof hatch is of a simple design and will sit within to the Collyweston stone slate pitched roof. It will allow access on to the roof between existing rafters and no rafters will be removed to facilitate construction of the hatch

3 **Materials**: Exterior grade plywood with terne coated stainless steel external finish and decorated paint finish internally. Insulated to prevent condensation

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6 LIMITATIONS

Information regarding the new roof light and roof hatch at Manor House, 5 East Street, Crowland is specific to the development approved by South Holland District Council under listed building consent H02-0837-25. This note is prepared based on information collated by and agreed with the project team and drawings provided by RTK Chartered Architects and Surveyors. H+R do not take responsibility for any omissions in information provided or subsequent change or amendment to the proposals that we have not been made aware of on or after 24 February 2026. The contents of this report do not imply the adoption of the role of Principal Designer by H+R for the purposes of the Construction (Design and Management) (CDM) Regulations 2015

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