



A SOCOTEC COMPANY

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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- B Details: roof light product information
- C:Details: Drawn details for roof hatch

Prepared by:	Technical review by:	Administration by:
<i>Katie McAndrew, BSc (Hons), PGCert, IHBC</i>	<i>Claire Martin BA(Hons), PGCert, MSc, IHBC</i>	

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

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

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 and 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

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

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.

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

5.2.2 Roof hatch

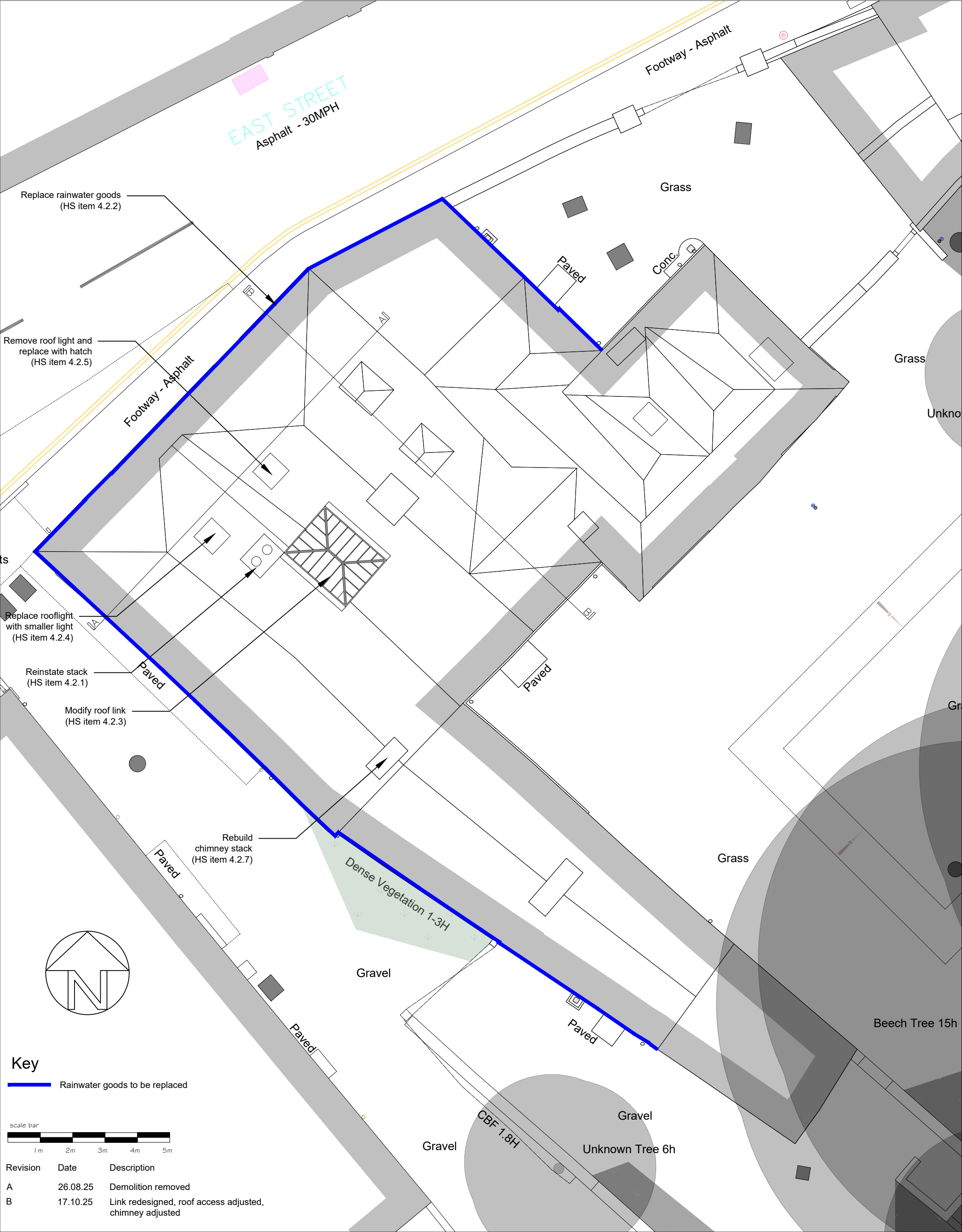
Drawn details of the roof hatch are provided with attachment C

- 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

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

Attachment A



Netley House, Gomshall, Surrey, GU5 9QA
Tel: 01483 203221
Email: ei@handr.co.uk
Web: www.handr.co.uk
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Project
The Manor House, East Street,
Crowland, PETERBOROUGH
PE6 0EN

Purpose of Issue
Planning

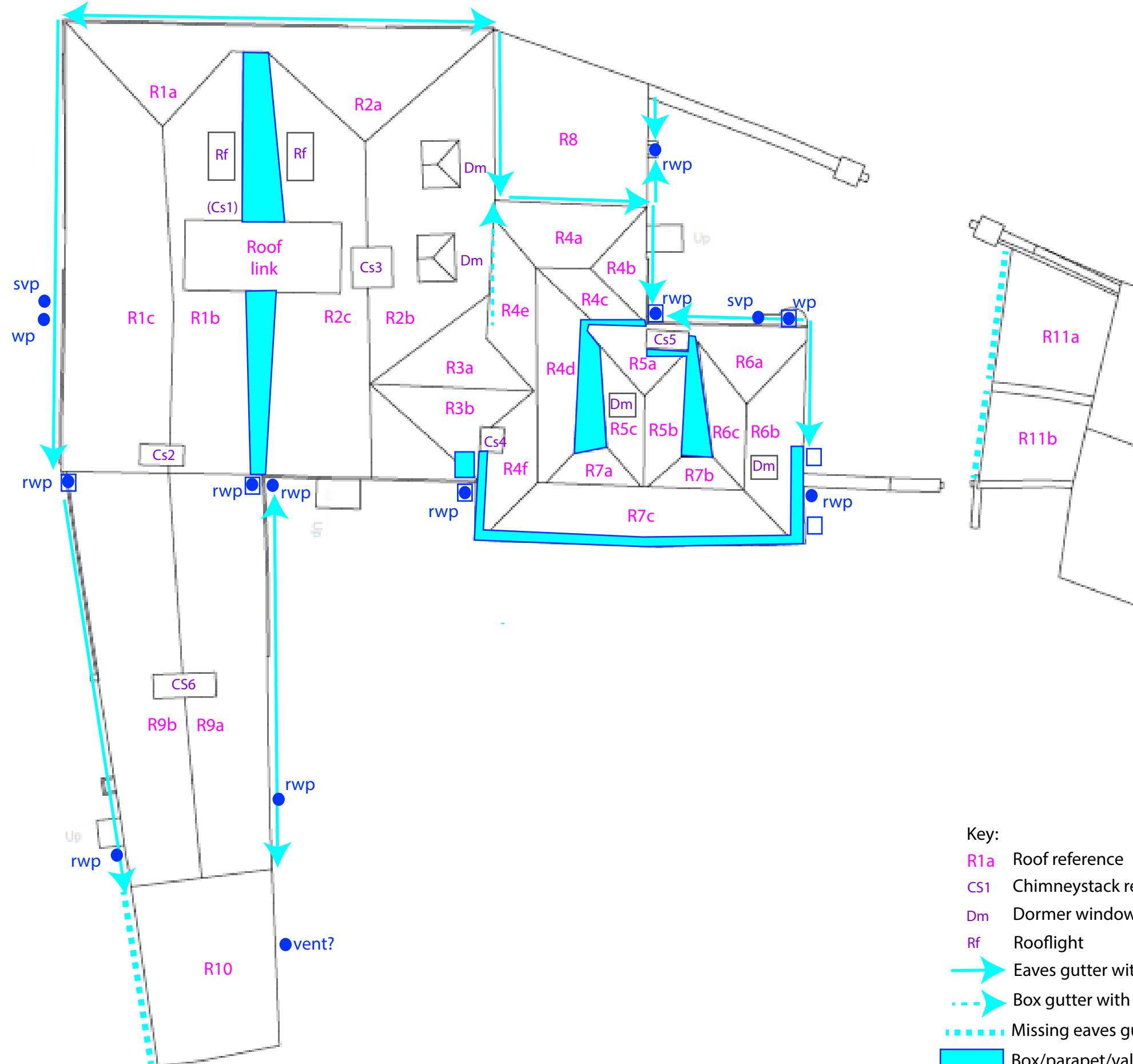
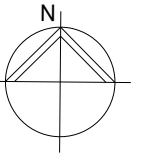
Drawing Title
Proposed roof plan

Drawing Number
438-44.P23B

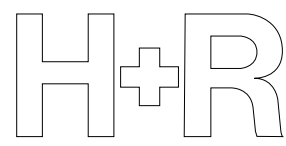
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Date
May 2025

Notes
Original survey undertaken by Rigour
Surveys, rigoursurveys.com,
01603558213
Drawing produced for the purposes of
obtaining Listed Building consent and
Planning Permission only
Do not scale from this drawing



- Key:
- R1a Roof reference
 - CS1 Chimneystack reference
 - Dm Dormer window
 - Rf Rooflight
 - Eaves gutter with fall
 - - - - - Box gutter with fall
 - Missing eaves gutter
 - █ Box/parapet/valley gutter



Manor House, Crowland, Lincolnshire
 Survey Drawings – Roof Plan (revised v.1)
 14 December 2024

Disclaimer:
 This drawing has been produced for identification and reference purposes only and should not be relied upon for other uses

Attachment B

THE ORIGINAL CONSERVATION ROOFLIGHT



The Conservation Rooflight is the original low profile skylight, combining the highest modern performance standards with an authentic traditional appearance. Favoured by English Heritage, the National Trust and Planning / Conservation Officers, it is available in a wide range of sizes, along with a Bespoke Design Service.

Performance characteristic:	Test Method:	Classification:
Air permeability	EN 1026	Class 4
Watertightness	EN 1027	Class E1050
^{*1} Thermal transmittance of window (U _w)	EN ISO 10077-2	1.4 W/m ² K
^{*1} Thermal transmittance of glass (U _g)	EN 673	1.0 W/m ² K
Solar energy transmittance	EN 410	0.53 (53%)
Light transmittance	EN 410	0.71 (71%)
Resistance to wind load	EN 12211	Class 5
^{*2} Resistance to snow load	Infill details	4HT (16 ARGON 90) 4HT
Acoustic Value of Glazing (R _w)	EN 12758	31 (-1; -4) dB
Insulated glazing units	EN 1279-2, EN 1279-3	BSI Kitemarked (KM 93754)
Structurally bonded glazing bars	90 degree peel, 300 mm/min	50.2 N/cm
Corrosion protection	EN ISO 12944	C5-M Long

Manufactured under a quality management system independently certified by LPCB to ISO 9001 (certificate no. 929). The original Conservation Rooflight is conformity marked in accordance with harmonised product standard EN 14351-1 (Windows & Doors). For a full NBS specification please scan the QR code at the top of this page or view on our website.

^{*1} Thermal transmittance values calculated in the vertical plane.

^{*2} 4mm Clear Toughened Outer (16mm Argon Cavity) 4mm Low e Toughened Inner



Assessed to ISO 9001:2015 Cert/LPCB ref. 929



THE
ROOFLIGHT CO.
COTSWOLDS



THE ORIGINAL CONSERVATION ROOFLIGHT

The Conservation Rooflight is the original low profile historic skylight, combining the highest modern performance standards with an authentic traditional appearance. Favoured by English Heritage, the National Trust and Planning / Conservation Officers, it is available in a wide range of sizes, along with a Bespoke Design Service.

The Conservation Rooflight enables our customers to transform properties with natural lighting from above that not only serves their practical needs but enhances the design and beauty of the building.



Employee owned and a certified B-Corp organisation, we are committed to improving the standards of our products for our people and the local community and to reducing our impact on the environment.

We are The Rooflight Co. The premium rooflight manufacturer for properties of architectural significance.

— THE —
ROOFLIGHT CO.
— COTSWOLDS —

When it comes to the finer details of a Conservation Rooflight, there are several features that must be included to ensure the true characteristics of the original Victorian roof windows are protected. Whilst most features such as **being top hung** with **exposed hinges**, having **glazing bars** and a **flush finish** are more well known, there are more intricate details that make a truly authentic Conservation Rooflight. These include the following three vital elements.

- o **A single glazed appearance** – the original Victorian rooflight was only available with a single pane of glass using a 1" overlap at the cill. With modern thermal performance requirements, double glazed units are now essential to support the protection of our environment and conserve energy. We achieve this through a 25mm stepped glazing edge to the double glazing. Not a millimetre more, not a millimetre less.

- o **Glazing clips** – In the Victorian era, a single pane of glass was held in place with putty and clips. Whilst modern technology ensures our glazing units today are secured firmly in place, we still retain the use of glazing clips at the cill of the rooflight to reference back to that original design feature. The visual is further enhanced through a hand-applied perimeter application of silicone which mirrors the putty of old.

- o **Fine lines** – Due to the manufacturing capabilities of the 1800s, the original cast iron framework was minimal. In the 21st century, thermally efficient rooflights require a thermally de-coupled frame structure to minimise heat loss. Our Design Engineers have developed the perfect balance, achieving the much-desired authentic fine lines, whilst simultaneously and consistently delivering Building Regulation compliant thermal performance.

We are passionate about Conservation Rooflights. For us, it's the small and often overlooked details that make the original Conservation Rooflight the authentic choice for properties of architectural significance.



		Clear Viewable Width						
		212mm	263mm	365mm	415mm	517mm	669mm	821mm
Clear Viewable Length	320mm	 CR06-1						
	422mm		 CR07-2					
	525mm			 CR01-2				 CR01-3
	675mm				 CR08-2			
	828mm			 CR03-2		 CR09-2	 CR11-3	
	980mm					 CR10-2		 CR13-3
	1133mm					 CR14-2		 CR14-3
	1435mm					 CR15-2		 CR15-3

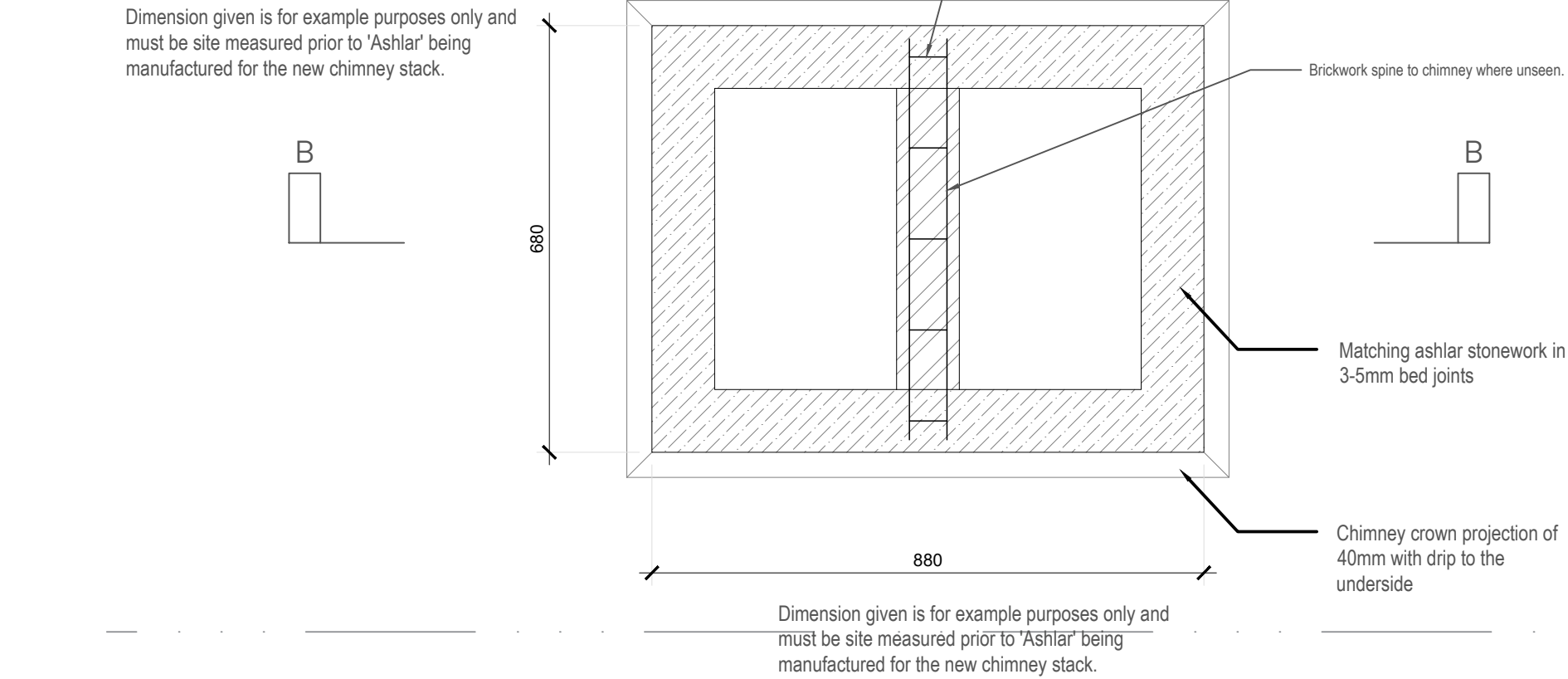
- Suitable for pitched roofs between 17.5° to 65°
- Our classic sizes are a collection of frequently requested solutions.
- Sizes are displayed as the clear viewable dimensions. Please note, the structural opening dimensions can be found by hovering over the icons. For structural openings in a flush slate roof pitch below 29°, please get in touch with our team.
- Offering you complete flexibility on opening options, from fixed in the closed position or motorised to an authentic manual handle.
- For a complete tailor-made solution, visit our Design Solutions page for hands on support on your project.
- The Conservation Rooflight range is conformity marked in accordance with EN14351-1.



Attachment C

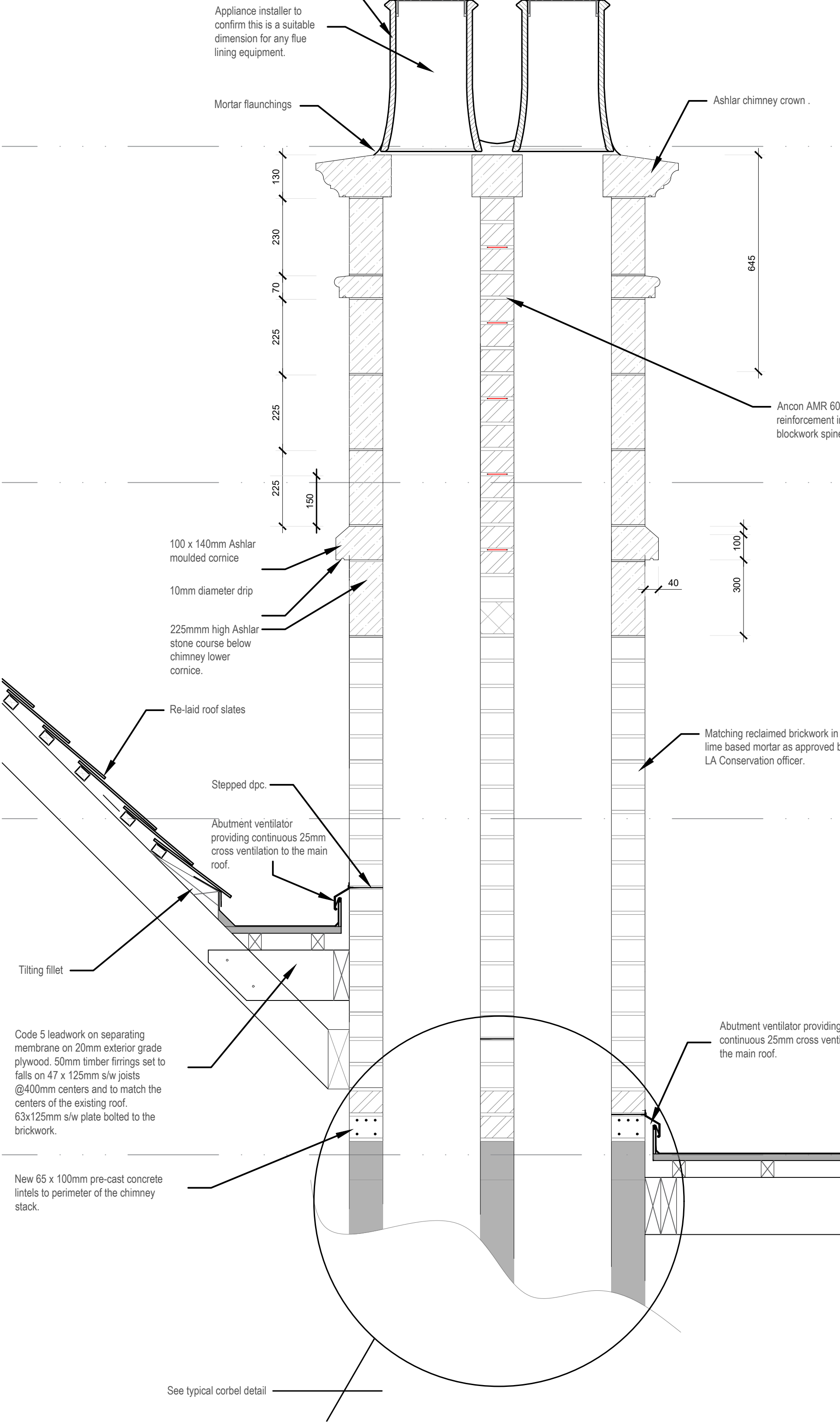
Chimney Plan

Scale 1:10



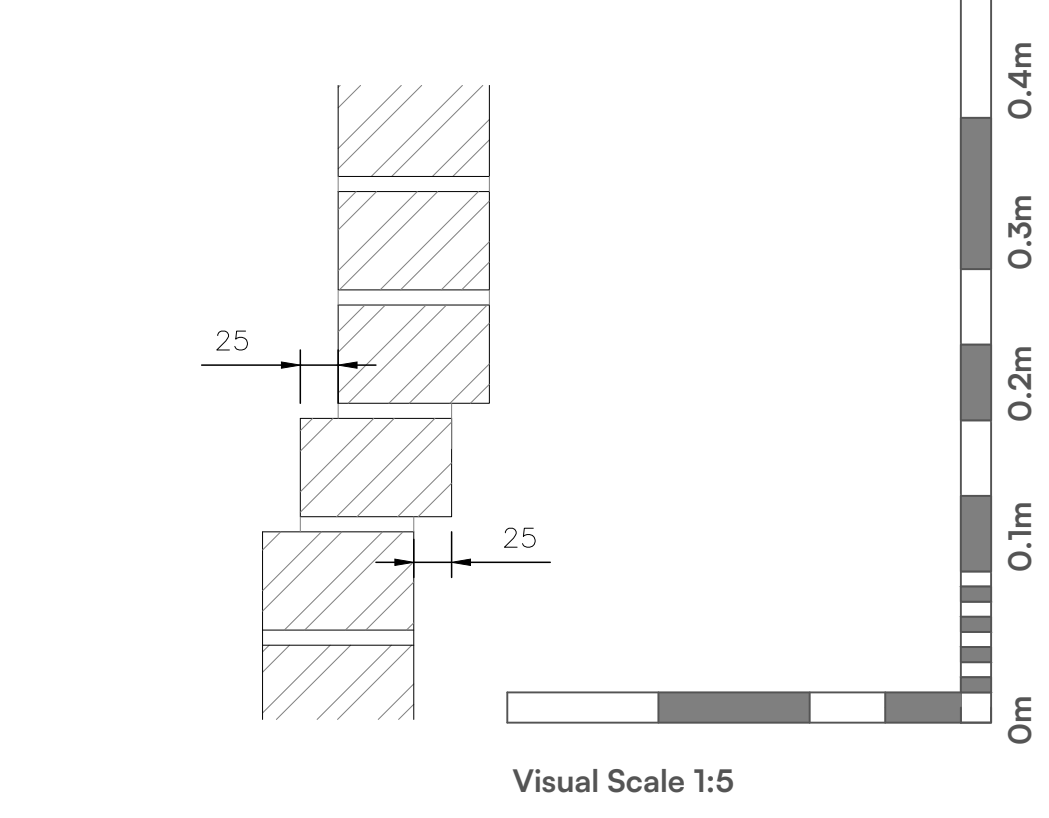
Section B-B

Scale 1:10



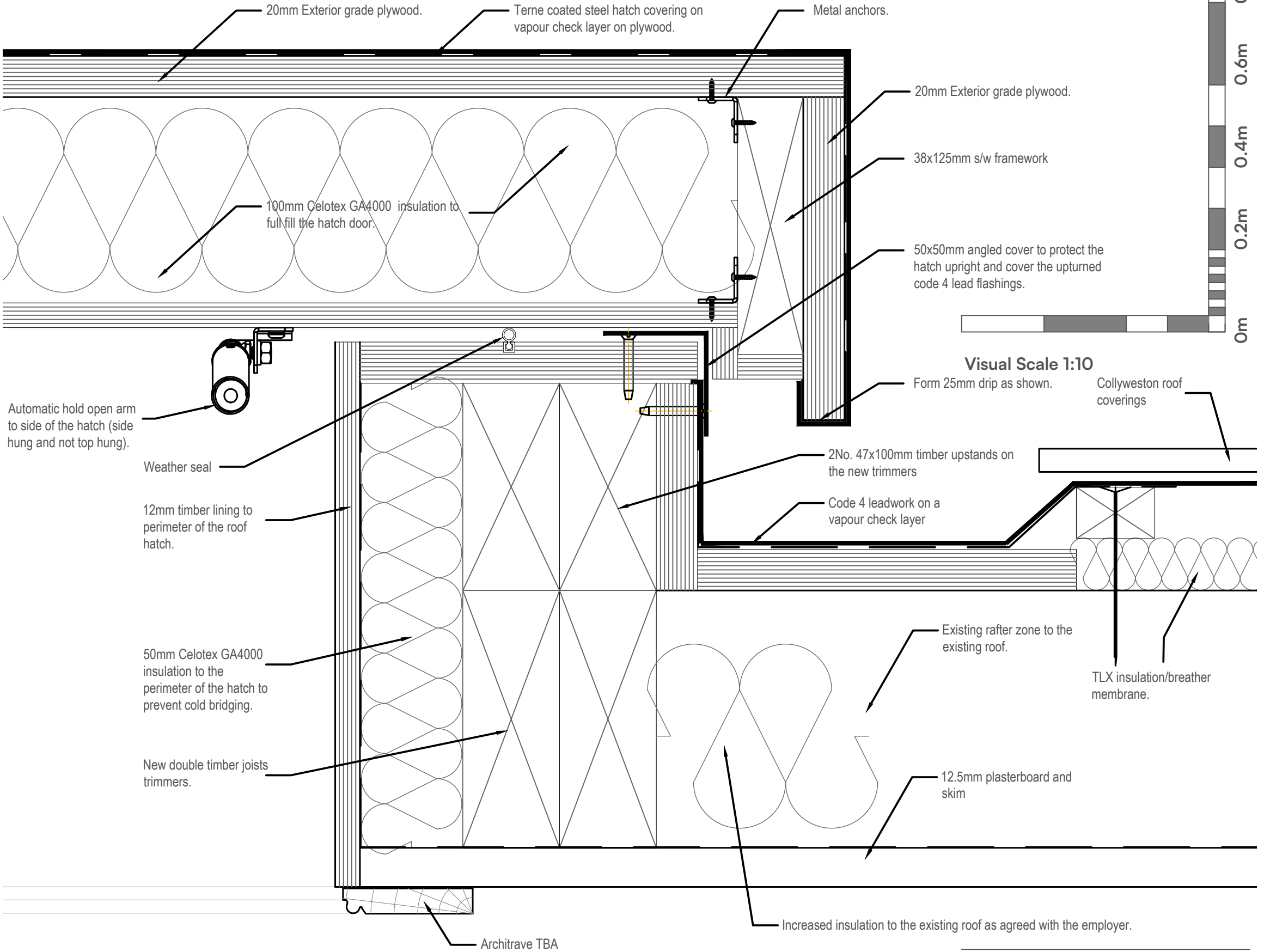
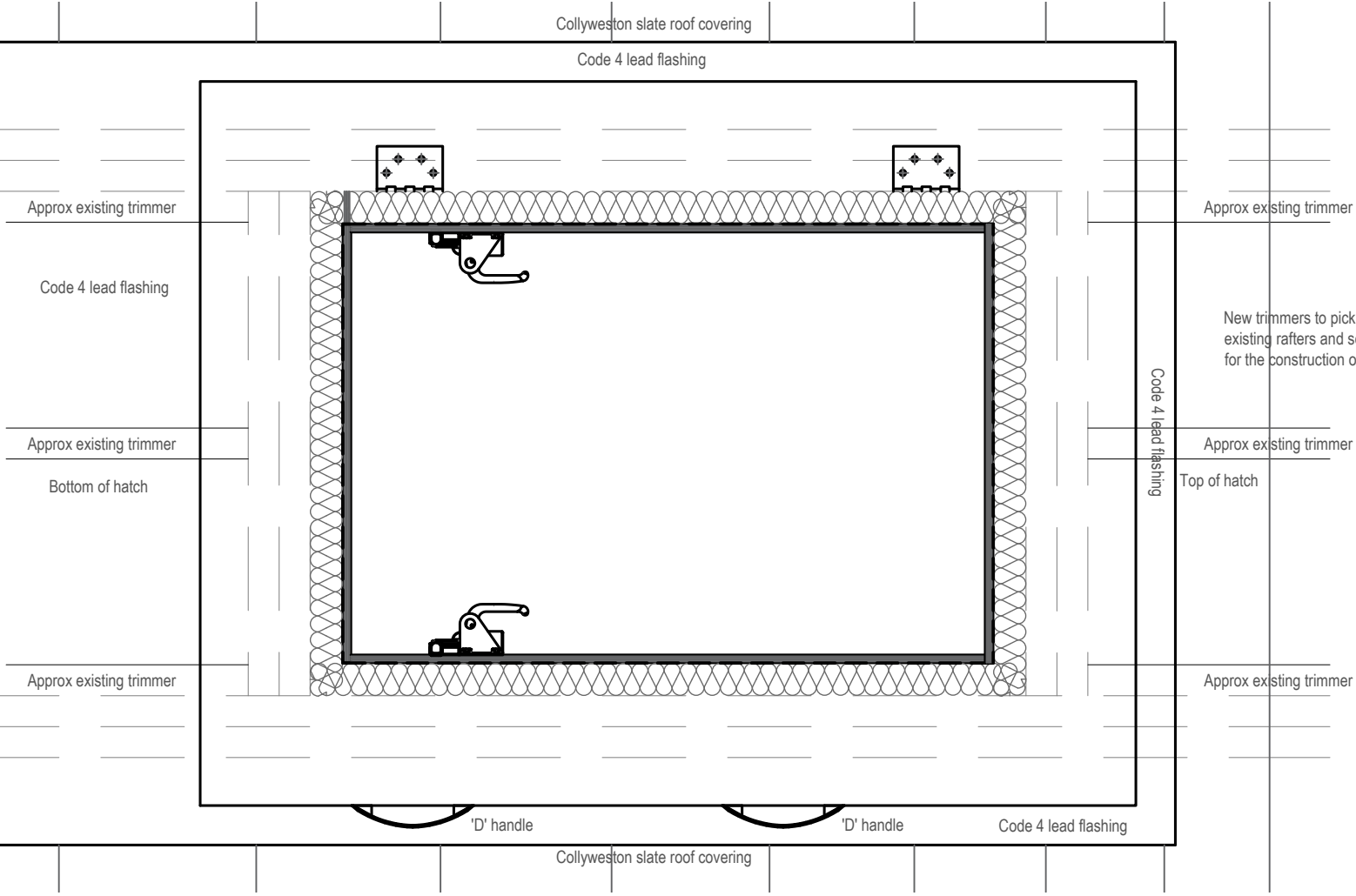
Typical Corbel Detail

Scale 1:5



Typical Trimming around the new Hatch Detail

Scale 1:10

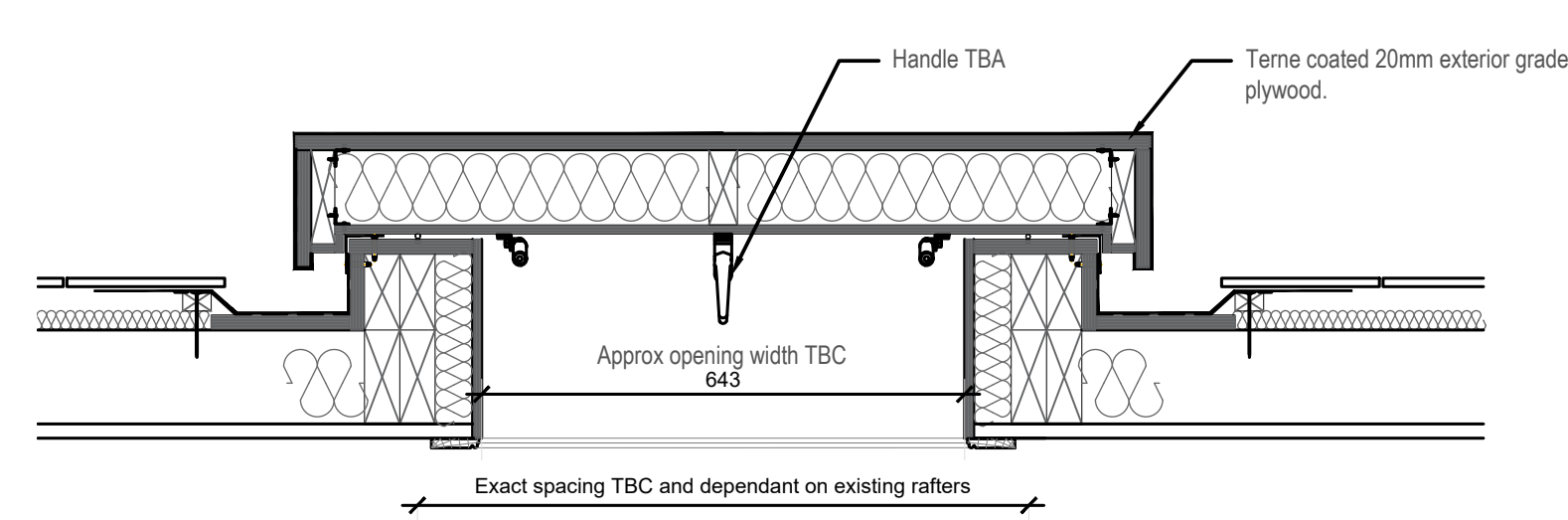


Upstand and Hatch Door Detail

Scale 1:2

Typical Side Hung Hatch/Roof Door Detail

Scale 1:5



CHARTERED ARCHITECTS | CHARTERED SURVEYORS
PROJECT MANAGEMENT

Belton St • Stamford • PE9 2EF

Phone: 01780 482483
Email: mail@rtkuk.com
Website: www.rtkuk.com



Revision/Issue Notes:

Rev:	Notes:	Issue Date:	By:
A	Removed further layers of brickwork to below roof	17.11.25	VB
C	Further hatch details added.	12.12.25	CJT
D	Chimney revised	14.01.26	CJT
E	Notes revised	30.01.26	CJT

Project Name:

Crowland Manor

Project Address:

The Manor House
East Street
Crowland PE6 OEN

Client:

Mr Iain &
Mrs Barendina Smedley

Project:	Drg No:	Revision:
1916	01	E

Drawing Title:

Proposed Chimney
and Hatch Details

Scale:	Paper size:
1:10/5/2	@A1

Drawn:	Checked:
CJT	JS

Issue:

CONSTRUCTION

Drawing to be scaled for planning purposes only. All dimensions to be verified on site. All drawings are the copyright of RTK Stamford Ltd.