



May 2026
Swallowcliffe Manor
Swallowcliffe
Wiltshire
SP3 5PB
1761

Heritage, Design and Access
Statement

Proposed Internal & External Alterations to Manor House

Mr. & Mrs. Borton.
Swallowcliffe Manor,
Swallowcliffe,
Wiltshire,
SP3 5PB

Development: Proposed internal & external alterations to manor house
Our Ref: 1761/HDAS/MH
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1.0 Preamble

This heritage, design and access statement supports the proposals to undertake alterations to the interior and exterior of Swallowcliffe Manor House.

It should be established that there are three distinct areas of proposed work at Swallowcliffe Manor, each of which will be addressed with their own separate applications for planning consent. This statement refers to all three but is focused on, and supports, the proposed internal alterations.

Separate statements will accompany the remaining two applications. For clarity, the three areas of proposed works are as follows;

1. Internal and external alterations to Swallowcliffe Manor
2. Additional PV panels to the grounds of Swallowcliffe Manor
3. Provision of new air source heat pumps within the ground of Swallowcliffe Manor

This building lies within the Swallowcliffe Conservation Area and Cranborne Chase National Landscape, and the proposals have been carefully considered to preserve and enhance the character of the existing building and the surrounding area. Further, they are of demonstrably less harm than the previously approved applications for Planning Consent and Listed Building Consent.

2.0 Introduction

The property, Swallowcliffe Manor, is located in its own modest grounds (by historical association) on the north side of the village of Swallowcliffe, Wiltshire, within the Swallowcliffe Conservation Area and Cranborne Chase National Landscape.

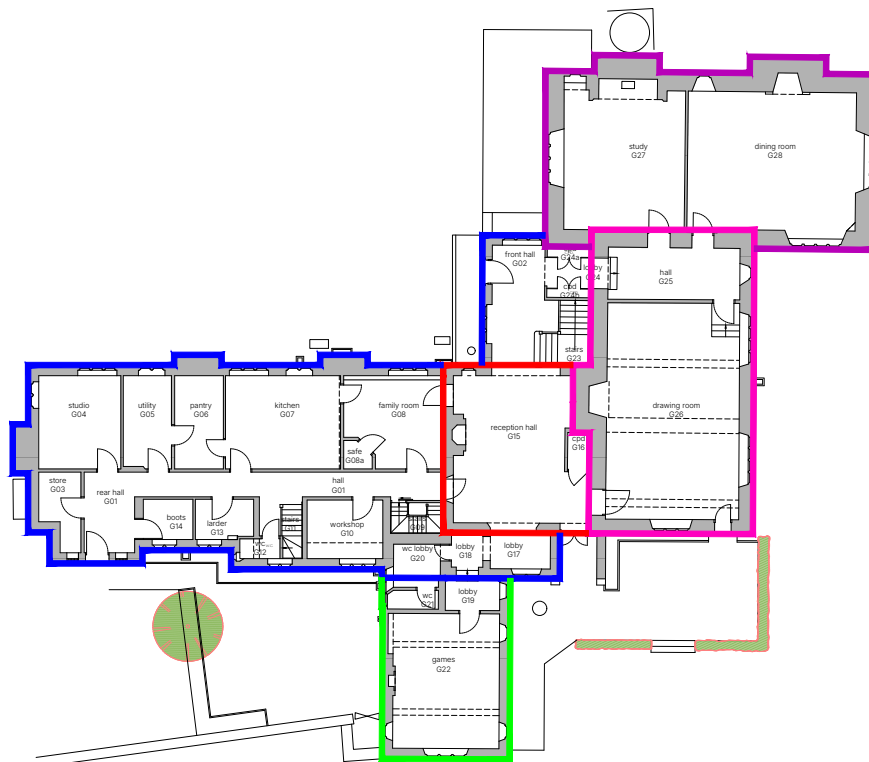
Swallowcliffe village lies eleven miles west of Salisbury and seven miles north-east of Shaftesbury.

The Manor House itself is Grade II Listed. Listed on 6th January 1966 with entry reference 1146297, the entry describes the property as being mid seventeenth century with extensive additions in the 1910s. Constructed of dressed limestone with some ashlar, tiled roof with stone slates to eaves, ashlar stacks with moulded cappings, there are also a variety of stone mullioned windows with hollow chamfers and stone stacks, with Tudor-arched stone fireplaces and oak staircases within.

A historical analysis of the property's development is as follows;

Development of Swallowcliffe Manor

- Early 17th Century - Phase 1
- Mid 17th Century (1647) - Phase 2
- 18th Century - Phase 3
- 1909 - 1914 - Phase 4
- 1930s - Phase 5



Analysis on the history of the property in previous applications notes that;

"...Henry Cavendish (occupation of Swallowcliffe c 1909) commissioned Conrad Birdwood Willcocks' to build the north service wing...and refit most of the 17th century rooms, installed a new main oak staircase...and probably re-roofed in plain clay tiles. Willcocks' was also later also commissioned by the new owner Colonel E Fell in 1929 to undertake further works of alterations from 1929-38."

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These works can be distinctly seen on the timeline plan, and in the external elevations.

The current owners sought consent to undertake their own alterations to the Manor House. This included an aspect of restoration via the removal of the 1930s library, as well as alterations to the ground floor layout and treatment to internal oak joinery.

Planning Permission and Listed Building Consent for the property was obtained in January 2022 for these proposals. The applications were referenced thus;

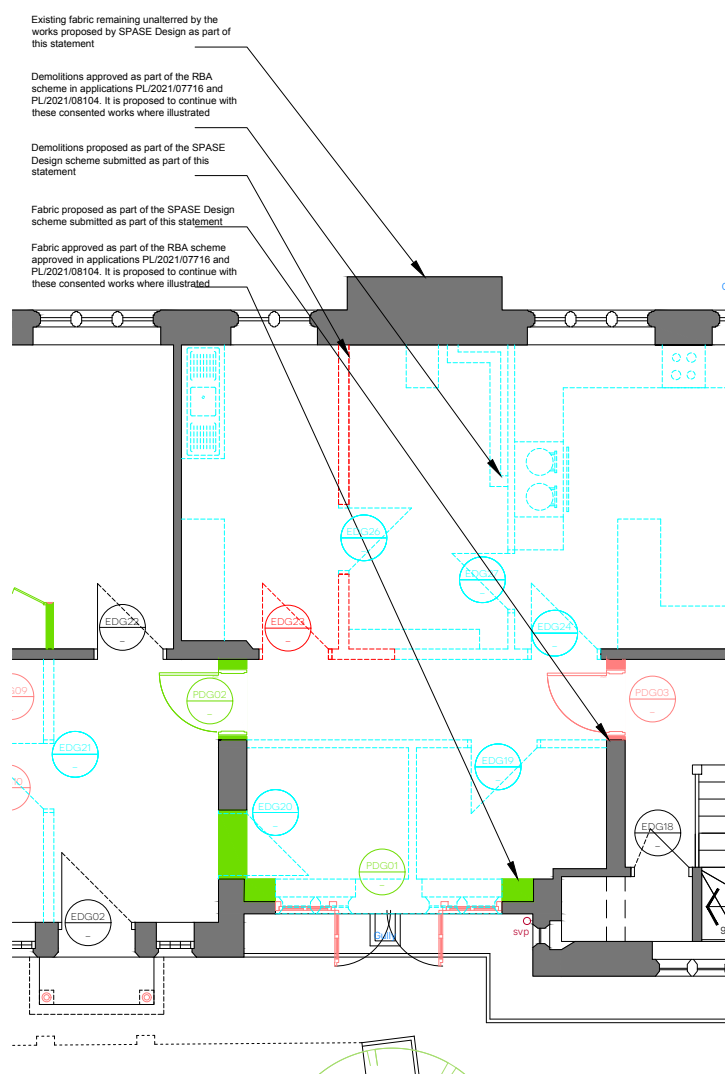
Planning Consent PL/2021/07716

Listed Building Consent PL/2021/08104

These works have been commenced by the Applicant, to make the permissions extant.

SPASE Design were commissioned by the same current owners in late 2024 to review the approved scheme with the aim of looking longer term care of the property allied with refining the works previously consented to more effectively maintain the building. This includes more considered and robust proposals for the fabric and heating to make the property carbon neutral. Minor alterations to the consented interior layout proposals are also suggested whilst maintaining the historic character and essence of the manor house.

Where works, principally demolitions, were agreed in the previous schemes of 2021, SPASE have annotated them as such. For example, in Kitchen G07, there have been refinements of the SPASE proposals; taking them from the consented scheme, through the pre-app process and consultation, to the proposals presented as part of this application. An excerpt below is shown as an example.



3.0 Site Analysis

Swallowcliffe Manor sits on the southern edge of the grounds, visible from the road, Common Lane, with its main entrance orientated to the west.

There are a series of outbuildings lying directly to the west of the property, before the levels drop down to a swimming pool and footprint of the former tennis court. To the north, a series of stables sit at the base of a steep grassed embankment, with an array of photovoltaic panels located further to the west, on the northern half of the site.

The property's use is wholly domestic with the Applicant and their family wishing to invest in the building and the grounds for future conservation.

Views down to the village are afforded from the embankment at higher level. There are also sightlines to the south-east past the driveway to the road. Views to the north beyond the site boundary are inhibited due to the steep grass embankment.

The property presently includes a bank of solar PV panels in a fenced area.

The site sits within the Swallowcliffe Conservation Area and Cranborne Chase National Landscape.



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4.0 Planning History

S/1995/0513 - Extension to garage

S/1993/1734 and S/1997/1192 – works to trees in a conservation area

S/2004/0828 – Fell Three Lawsoniana Trees

Approved / No objection

S/2006/0144 – Fell Ailanthus

Approved / No objection

13/04109/FUL - Installation of ground mounted solar panels

Undecided

14/11810/FUL - Installation of 42 solar panels (ground mounted)

Refused. Appealed. Appeal Withdrawn

15/10087/TCA - T10 - Acer tree - crown reduce by approx. 12ft

Approved / No objection

17/05070/DDD - Remove dead Willow tree

Approved / No objection

17/01263/TCA - Remove 4 Sycamore trees from hedgerows and crown raise other trees to 4m

No objection

19/01087/DOC – Discharge of conditions (for 14/11810/FUL)

Approved / No objection

PL/2021/08104 – Listed Building Application for internal alterations and external reparation works, including the insertion of 4 sets of French doors.

Approved with conditions

PL/2021/07716 – Application for internal alterations and external reparation works, including the insertion of 4 sets of French doors.

Approved with conditions

ENQ/2025/00791 – Pre-App advice for the enhancement of house with renewable heating systems, and minor internal and external changes from the extant Listed Building Consent to Swallowcliffe Manor

Feedback received on 31st July and 17th December 2025

Support for ASHP works

Support for PV works

Support for changes to the Manor house

5.0 Design Development – Internal Alterations

Generally the proposals initially included the following items;

1. Installation of modest lead roofed porch to the north wing rear entrance,
2. Updated layout to the ground floor kitchen area including wall and floor alterations,
3. Careful remedial works to the later west wing to address dampness to external walls, using traditional techniques,
4. Removal of concrete flooring in lieu of limecrete to enable the building fabric to breathe, finished in local stone on the ground floor as a more suitable material compared to existing concrete tiles.
5. Addressing rotting timbers to the basement ceiling,
6. Addressing inadequately insulated fabric to the basement staircase with breathable insulated linings,
7. Installation of underfloor heating to certain areas of the manor house, to provide sustainable low temperature heating from the air source heat pumps, with the introduction of local stone to the ground floor and re-using all existing timber floorboards elsewhere,
8. Installation of air source heat pumps to provide renewable heating and hot water to the property, carefully sighted behind the stables so as to minimise visual impact (see separate application),
9. Relocation of photovoltaic panels to the existing ground array to provide sustainable electrical power to the property (see separate application).

The above proposals were the subject of a pre-app submitted to Wiltshire Council in May 2025. Further engagement with the Planning Officer and Conservation Officer regarding the pre-app included;

1. A site visit on the 15th July 2025 attended by Becky Jones (Planning Officer, Wiltshire Council), Jocelyn Sage (Conservation Officer, Wiltshire Council), Stefan Pitman (Director, SPASE Design) and Ian Cardy (Architect, SPASE Design),
2. A letter from Becky Jones (Planning Officer, Wiltshire Council) on 31st July 2025 with an appraisal of the proposals,
3. Responses on refining the proposals from SPASE Design,
4. A letter from Becky Jones (Planning Officer, Wiltshire Council) on 17th December 2025 broadly in support of the proposals.

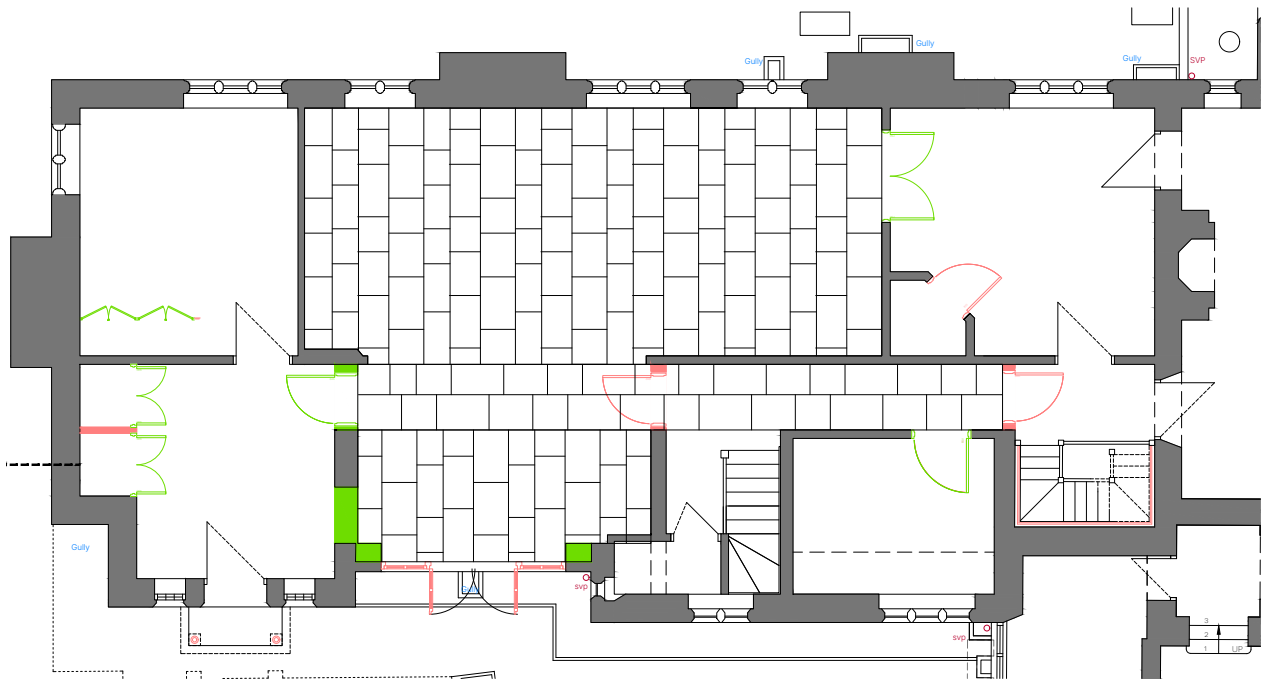
The culmination of the above valuable engagement with Wiltshire Council has been incorporated into a revised set of proposals to which this statement supports. Whilst there are no significant changes between the pre-app scheme submitted in May 2025 and that supported in December 2025, the changes made can be summarised thus;

1. Retention of more of the existing fabric to Kitchen G07, with a reduced opening between that space and the Snug G33,
2. The omission of the revised doorway between the Kitchen G07 and Study G30,
3. Retaining the servants' stair in its entirety, space reference G11,

4. Retaining the north and east walls to the Servants' Stair G11 where previously they were removed and replaced with a timber glazed screen,
5. Omission of the alterations to the doorway to Pantry G32.

In undertaking these revisions, the opening in the wall to the kitchen is taken further northward to create a space opposite the snug, before leaving the rear hall and boot room largely unaltered from the early 20th century plans found in the archived drawings included in Simul Consultant's revised report.

Additionally, a comment from the Jocelyn Sage (Conservation Officer) in regard to the use of ways of defining the former corridor to the ground floor servants wing has also been acknowledged, with flagstone paving set out to define said corridor. A design for this flooring is included within this application. See excerpt below;



The ethos of SPASE Design's approach to conservation architecture is to keep any necessary disturbances and alterations to the heritage rich fabric to a minimum, and to undo any harm that may have occurred during past misguided works. As part of this, the installation of the underfloor heating aims to not only provide a sustainable method of heating the fabric of the house, but will also take the opportunity to replace concrete tiles and floor slab in the Reception Hall G15 with a limecrete screed. Typical details for this are illustrated below, along with the careful methodology that the selected craftsmen will need to follow.

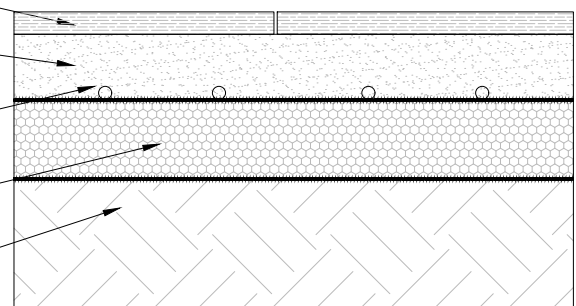
35mm nominal flagstones

100mm limecrete screed from Ty Mawr
over geotextile layer and geogrid

Underfloor heating pipework within
limecrete screed

120mm Glapor RFG insulation from Ty
Mawr over geotextile layer

Existing subsoil



Existing Ground Floor
Proposed Works

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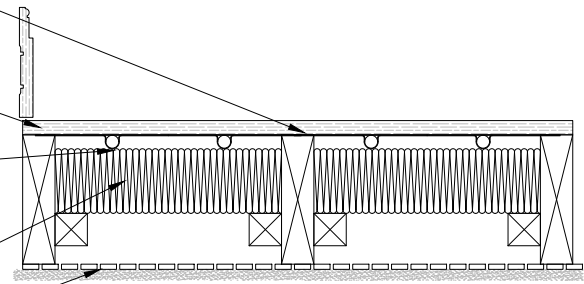
Existing floor joists of nominal depth
(unknown)

Existing floorboards carefully taken up and
relaid to same location

Underfloor heating with possible heat
exchange plate, subject to detailed design
with UFH sub-contractor

Nominal 100mm Recticel insulation to
existing floor void. Back boxes to be
provided to all services to first floor ceiling
to prevent overheating of appliances

Existing lath and plaster ceiling (assumed)



Existing First Floor
Proposed Works

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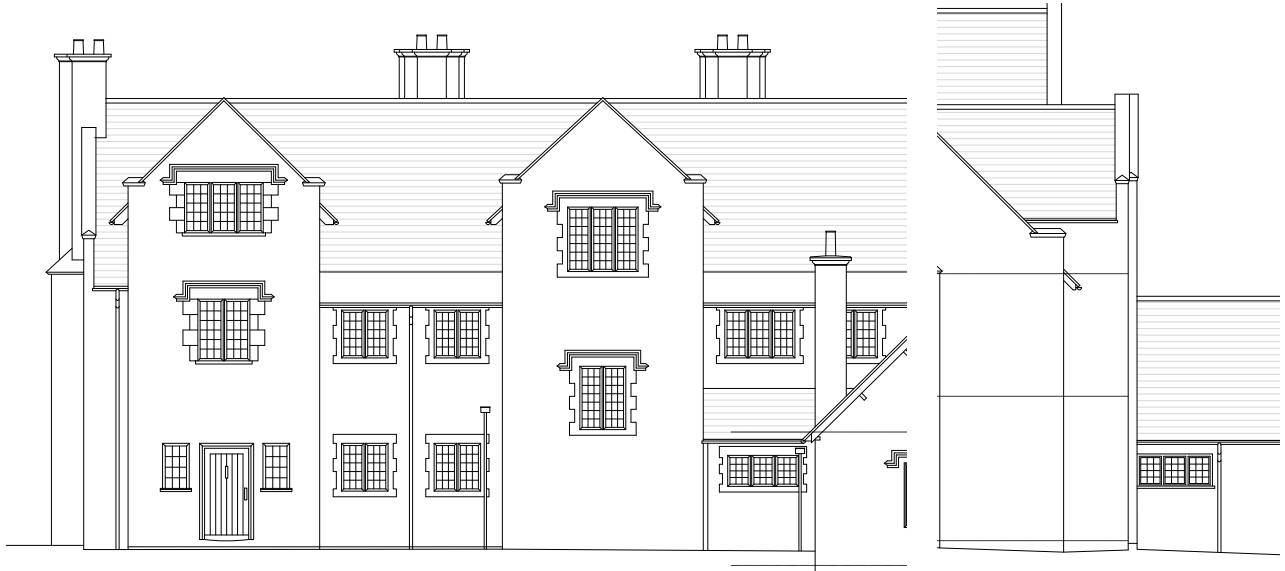
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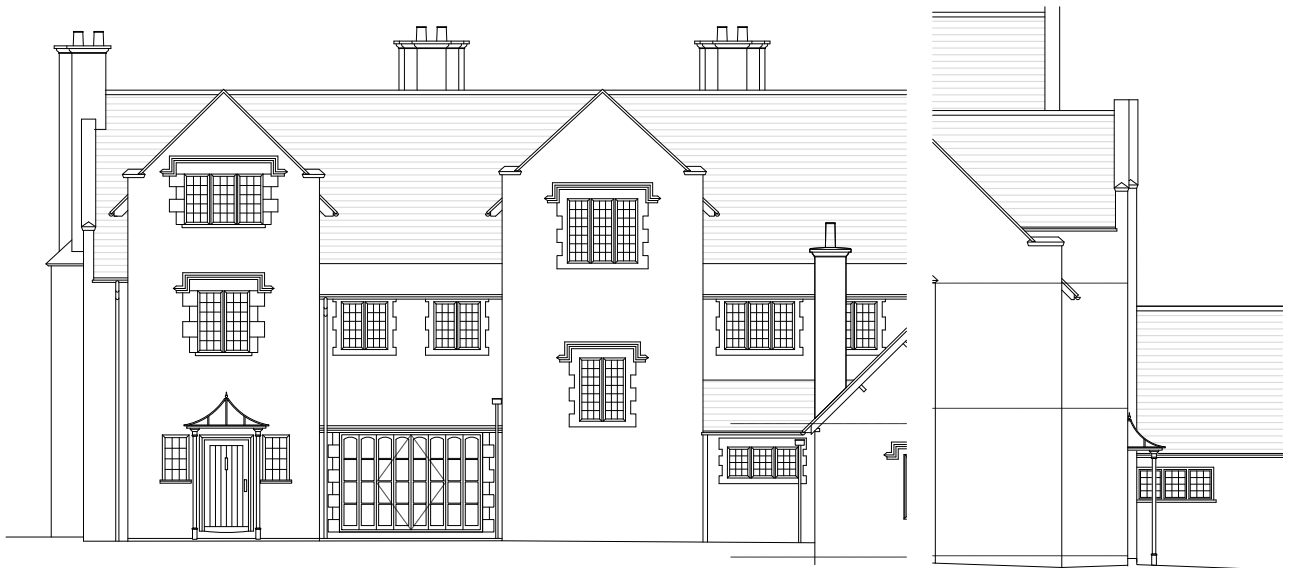
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6.0 Design Development - External Alterations

External alterations are limited, and mostly comprises renewable energy technologies. These are referenced in two separate applications for planning consent. On the Manor House itself, external alterations are limited to the addition of a modest porch to the secondary front door (entering the servants' wing), the opening up of the adjacent window to create a new pair of French doors, and the removal of an oil storage tank (allied to the works to the ASHPs).



West and north partial elevations (existing)



West and north partial elevations (proposed)

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7.0 Planning Policies

The proposed works, in regard to all three projects (Manor House alterations, ASHP works, PV works), have been developed in accordance with the local and national planning policies and guidance.

In reviewing the Wiltshire Local Plan, Pre-Submission Draft 2020-2038, published in September 2023, we acknowledge the climate change strategy, paragraphs 3.57 to 3.62 and Policy 4 Addressing Climate Change. In particular, item A vi that states;

"Development proposals must support a move to carbon neutrality and adaptation to climate change in the following ways:

A. Minimising carbon emissions, including by:

vi. taking opportunities to generate, incorporate and connect to renewable and low carbon energy infrastructure wherever feasible (in accordance with Policy 86- Renewable energy)".

As can be seen in items 7-9, above, the supplementing of the existing photovoltaic array and the provision of the air source heat pumps is in accordance with this and Policy 86 – Renewable Energy.

Policy 86 goes on to request that; *"Proposals for renewable energy schemes, and integrated renewable and low-carbon technologies on existing buildings, will be supported in the context of delivering sustainable development, addressing climate change and helping Wiltshire to transition to a low-carbon future. In all cases, proposals will need to demonstrate the satisfactory resolution of all site-specific constraints. In particular, proposals will need to demonstrate how impacts have been assessed..."*

In placing the air source heat pumps behind the existing stables and in placing additional photovoltaic panels beside an existing array within the existing fenced area, the proposals minimise the visual impact and any effect on the amenity of local residents (Policy 86, Item k).

Further, by introducing local stone flooring back into the ground floor in parallel with underfloor heating, and reusing the existing timber floorboards of the property when underfloor heating is laid on the first floor, the historic context of the property will not be affected and in many areas, be enhanced. These measures are supported by improving the thermal fabric with appropriate sensitive materials (limecrete, breathable insulation).

In proposing the internal alterations, careful consideration of the heritage asset has been made at all times. Part of this assessment has been informed by the Statement of Heritage Significance prepared and issued by Simul Consultants Ltd, the latest version being revision 02 dated 2nd December 2021. The Statement reports that the 1910s wing is of lesser significance than the rest of the house. This wing was altered internally in 1929 when the property was owned by Colonel E Fell, so it is not illustrative of the original 1909 layout.

"The west wing study/library... is perhaps less convincing architecturally and possibly not as originally conceived in the 1909 or 1929 designs by the Architect; nevertheless the additional research of the Conrad Birdwood Willcocks 1929 archive provides greater evidence of the surviving age of the west wing as part of the mid 16th century farmstead and therefore it has heritage value worthy of retention, enhancement and re-use."

As part of the pre-app process, a number of the above principles were discussed with Wiltshire Council. These are summarised below in extracts from the pre-app response letter.

As part of the dialogue during the pre-app process, the definition of 'residential curtilage' and its extent at Swallowcliffe Manor was raised. This would define the scope for any future Householder applications that would normally be exempt from BNG requirements under the legislation. Given that the works to the Manor House are minor in nature and would not affect the external grounds, it is felt appropriate that any BNG requirements may be restricted to those works that are truly within the landscape.

The Oxford English Dictionary definition of curtilage, as endorsed by an appeal court judge, is as follows; "*A small court, yard, garth or piece of land attached to a dwellinghouse, and forming one enclosure with it, or so regarded by the law: the area attached to and containing a dwellinghouse and its outbuildings.*"

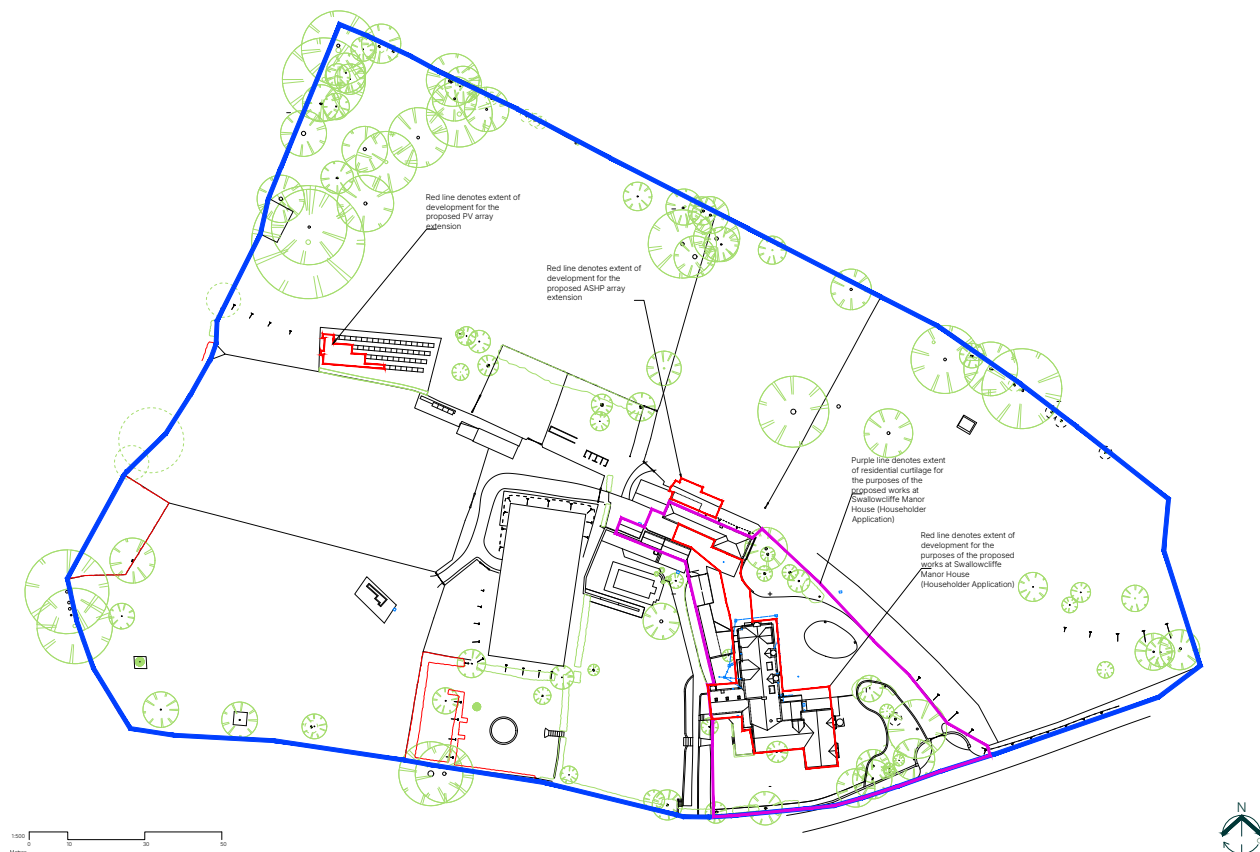
The dialogue with Wiltshire Council goes on to confirm;

"Case law has established the principle that curtilage is not simply a land use, and accordingly that using land as incidental to the enjoyment of a dwelling house is not determinative of that land being curtilage...

...Therefore, for the purposes of BNG, an application would only be exempt if it is a householder application for *incidental* development being provided within the *residential "curtilage."* A certificate of lawfulness is one appropriate route to properly establish the extent of an existing curtilage."

The intention, therefore, as laid out in the Preambles of this statement, is that each of the three elements of proposed works (Manor House alterations, ASHP works and PV works) will be submitted as three distinct applications. The Manor House one as a Householder Application and Application for Listed Building Consent, with the ASHP works and PV works submitted as two separate Applications for Planning Consent.

The residential curtilage to the Manor House, along with the red line boundaries for the development areas of the ASHP works and PV works are illustrated below;



Site plan - existing

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Site plan – proposed Manor House works

Becky Jones went on to explain in regard to works to the Manor House;

"The site is a Grade II manor house within the Conservation Area."

Section 66 of the Planning (Listed Building and Conservation Areas) Act 1990 places a duty on the local planning authority in considering whether to grant planning permission for development which affects a listed building, or its setting, to have special regard to the desirability of preserving the building and its setting.

The NPPF states:

In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.

Core Policy 58 aims to ensure that Wiltshire's important monuments, sites and landscapes and areas of historic and built heritage significance are protected and enhanced in order that they continue to make an important contribution to Wiltshire's environment and quality of life. Heritage assets include listed buildings and conservation areas. Development should protect, conserve and where possible

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enhance the historic environment. Designated heritage assets and their settings will be conserved, and where appropriate enhanced in a manner appropriate to their significance.

Core Policy 57 sets out the criteria for good design and use of materials. Core Policy 51 sets out the considerations for good design and use of natural materials within the National Landscape and the impact of development on the International Dark Night Skies Reserve is also an important consideration.

Please refer to the National Landscape website. It is assumed there would be no new external lighting proposed on the buildings, to safeguard the Dark Night Skies Reserve and protect species such as bats."

Additional comments from Jocelyn Sage (Conservation Officer, Wiltshire Council) were;

"I have taken a look at the revised proposals (the latest version) and welcome the changes. It is a shame that an original wall (the former wall to the servants' hall) is still proposed for removal to enlarge the kitchen but, in the overall scheme, I would likely judge this change as giving rise to 'some harm' but at the lower end of the scale. As you point out, it is offset by improvements over the previously approved scheme: leaving the servants' staircase untouched and the creation of a more of a sense of a hall.

However, I do think there could be some modest changes to underscore the former cellular character of the area. For example, nib walls either side of the snug area; a downstand in respect of the large opening into the kitchen; clever architectural use of flooring to perhaps pick out the corridor and create two distinct spaces either side (kitchen and snug).

In conclusion, I am likely to support an application as proposed (i.e. proposed ground floor plan PL-1761-022 D) subject to conditions."

These proposals have been led by an informed and highly successful approach to the Grade I listed Athelhampton House in Dorset; led by SPASE also, this approach has made the estate there carbon neutral with no energy costs, and won numerous national and international awards.

8.0 Evaluation

There are no changes to the access to the property, either vehicular or pedestrian.

The minor interior and exterior changes to the layout are reversible. Changes to the ground floor flooring and reviewing the fabric of the building generally, including the remedial works to the damp walls of the west wing, are there to restore, improve and give a robust future to the Manor House. As such, all of the changes to the fabric have been carefully considered with this in mind, whilst remedying errors of the past.

There are no detrimental effects to the amenity of the property to local residents, whilst the works proposed would support the longevity of the property for the current occupiers and those to come.

The proposed works align with national and local policies, with attention drawn to Wiltshire's Planning Policy, especially sections related to sustainability. The proposals have also been subject to an extensive and positive dialogue with the Planning and Conservation Officers of Wiltshire Council, to whom we thank for their considered contribution to how the works have been refined.

We seek the formal approval of the Planning Officers and Conservation Officers of Wiltshire Council for planning consent and listed building consent. We trust that you are able to support the scheme as presented.

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