Studio Tor
Architecture

Design and Access Statement.

Including Dev 32 and Flood Risk Assessment

Project Name: Replacement window and Doors

Project Address: Okehampton Town Hall, Fore Street, Okehampton, EX20 1AA

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CHARTERED PRACTICE

1. Introduction

This Design and Access Statement accompanies applications for planning permission and Listed Building Consent for the phased repair and replacement of windows and doors at Okehampton Town Hall complex which also includes the associated Charter Hall, cinema/former Market Hall and Band and Carpet Warehouse. It should be read with the application drawings, window and door schedules, Schedule of Works and Heritage Statement.

The statement is proportionate to works confined to existing openings. It explains the design principles and concepts, how the site and heritage context have informed the proposals, and the approach to access, in accordance with national Planning Practice Guidance. It also incorporates the West Devon Borough Council DEV32 carbon reduction checklist for minor applications.

2. Site and Context

The principal Town Hall is a Grade II* listed late seventeenth-century building (National Heritage List entry 1105855) in a prominent position on Fore Street within the Okehampton Conservation Area. Its dressed granite elevations, steep hipped slate roof, moulded eaves cornice, sash-window composition, oriel window and principal entrance make an important contribution to the townscape. The wider application site comprises an evolved civic complex including the Charter Hall, cinema/former Market Hall and Band and Carpet Warehouse.

Please refer to Heritage Statement for further details.

3. Proposed Development

The works comprise a selective, phased programme of repair and replacement, proceeding elevation by elevation and prioritising the most deteriorated units. Serviceable and significant elements will be retained wherever practicable. All work is confined to existing openings and does not alter the buildings' use, footprint, floor area, massing, roofscape or site layout.

Please refer to the Heritage Statement, Schedule of Works and supplied drawings for further details.

4. Design Principles and Concepts

The design is based on minimum intervention, retention of serviceable fabric, close replication of established joinery, durability, reversibility where practicable and improved environmental performance. The detailed window survey, profile-gauge records, historic evidence and assessment of significance have informed which units are retained, repaired or replaced and the form of each replacement.

4.1 Amount, Use, Layout and Scale

No additional floorspace or building is proposed. The existing civic, community, entertainment, commercial and rehearsal uses remain unchanged. Openings, circulation routes, entrances, floor levels and the arrangement of accommodation are retained.

Replacement joinery is fitted within existing openings and follows the existing scale, proportions and subdivision of each elevation.

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4.2 Appearance and Materials

Painted hardwood is specified for replacement timber joinery. A suitable durable and dimensionally stable species will support a long service life and reduce the frequency of future replacement. On the principal Town Hall, slimline double glazing minimises changes to frame depth, reflections and sightlines. The established ovolo-and-fillet glazing bars, external beading, box-sash form and painted finish will be reproduced. Standard-depth double glazing is limited to the larger openings of the Band and Carpet Warehouse, where it can be accommodated without visually heavy frames and provides useful acoustic performance.

The Market Hall gable treatment removes later painted glazing and replaces grilles and reinstates a more solid appearance. Existing granite walls and cills, roof forms, principal doorways and significant seventeenth-century fabric are unaffected.

Where privacy is required removable obscured film is preferred to permanent obscured glass.

4.3 Heritage and Townscape Response

The principal Fore Street elevation retains its sash-window composition, painted finish, granite cills, oriel and entrance. The proposals do not change the complex's spatial relationship with adjoining streets or nearby listed buildings. They preserve the Town Hall's character and improve the condition and coherence of secondary elevations. As assessed in the accompanying Heritage Statement, the selective loss of deteriorated Victorian and later joinery results in a low level of heritage harm, outweighed by the benefits of arresting decay, improving operation and comfort, and supporting continued civic and community use.

5. Access and Inclusive Design

The proposals neither change the existing uses nor alter access to, into or around the buildings. Existing approach routes, public entrances, thresholds, internal circulation, lifts, stairs, sanitary facilities, parking arrangements and means of escape remain as existing. The principal entrance door to the Town Hall and serviceable doors to the Charter Hall and former Market Hall are retained. Like-for-like replacement doors at the Band and Carpet Warehouse will remain within existing openings and will not reduce the clear opening width.

Operable windows, appropriate restrictors and safety glazing will improve safe use without introducing barriers. Removal of fixed secondary glazing will make Town Hall windows easier to operate and maintain.

No specific access consultation has been undertaken because the works do not alter access arrangements; however, during installation existing accessible routes and safe public operation will remain throughout. Temporary scaffolding and contractor working areas will be phased and managed so that safe pedestrian access is maintained, with suitable segregation, signage and alternative arrangements where temporarily necessary.

6. Flood Risk Assessment

The site lies within Flood Zones 1 and 2. The application relates solely to the repair and replacement of windows and doors, together with limited works to the former Market Hall gables within the existing building envelope.

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It does not involve any change of use, additional floor area, alteration to ground levels, new impermeable surfacing or changes to the existing drainage arrangements.

A separate Flood Risk Assessment has therefore not been included. The proposed works would not change the flood risk to or from the site and a Flood Risk Assessment is not considered relevant or proportionate to the nature and scope of this application.

7. DEV32 Carbon Reduction Checklist for Minor Applications

7.1 Resource Minimisation Evaluation

Reuse of existing buildings: Yes. The proposal sustains the existing Town Hall complex and its established uses; no new building is created. Serviceable fabric will be retained and repaired where practicable.

Reuse and recycling: Existing joinery selected for repair will remain in place. Removed timber, glass and metal ironmongery will be separated and reused where suitable or sent to appropriate recycling streams, subject to condition and contractor waste arrangements. Disposal to landfill will be minimised.

Existing floor, wall and roof material disposed of off-site: 0 m^2 of floor area, 0 m^2 of external or internal wall area and 0 m^2 of roof surface. The project is confined to windows, doors and limited gable infill within existing openings.

New materials: Painted hardwood timber joinery; slimline and standard-depth double-glazed units as specified; compatible paints, sealants and ironmongery; timber framing and ventilated cement board with compatible render to the former Market Hall gables; and limited lime plaster repair.

Carbon-conscious material selection: Repair is preferred to replacement where viable. Selection of a suitable durable and dimensionally stable hardwood is intended to extend service life and reduce repeat replacement and maintenance. Double glazing improves operational energy performance, while close replication avoids carbon-intensive alteration of openings or surrounding masonry.

Local suppliers: Procurement will seek suitably skilled local or regional joinery, glazing and decoration contractors where they can meet the conservation detailing, quality and warranty requirements.

Sustainable timber: New timber will be responsibly sourced. FSC- or PEFC-certified material, supported by chain-of-custody evidence, will be required where available and compatible with the specified hardwood species and conservation requirements.

7.2 Climate Resilience Evaluation

Solar aspect and passive solar gain: Orientation and window positions are fixed by the listed buildings and are not altered. The project retains the established pattern and area of openings, so it does not materially change solar access or passive solar gain.

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Overheating: The proposal does not increase glazed area. Restored operation of windows improves user-controlled natural ventilation, while double glazing and retained window proportions avoid a material increase in solar gain.

High rainfall and flooding: Durable joinery, sound coatings, compatible perimeter detailing and timely repair will improve resistance to wind-driven rain. The project does not alter ground levels, drainage or flood pathways and adds no impermeable area.

Water reuse: Not applicable to the scope. No new water-consuming use or drainage infrastructure is proposed.

Biodiversity gain: The works are limited to existing windows, doors and high-level gable infill and do not change the site footprint or landscaped areas. No habitat creation forms part of this repair project. Works will be managed to avoid unnecessary disturbance, and any protected-species evidence encountered will be addressed before work proceeds.

Cooking and space heating: No change to existing heating systems. The application reduces heat loss through improved glazing and draught control rather than replacing building services.

7.3 Energy Hierarchy

Reducing energy demand through fabric: New double-glazed units, well-fitted replacement sashes, repair of retained windows and removal of poorly performing fixed secondary glazing will reduce uncontrolled air leakage and heat loss while allowing the windows to operate. The work forms part of a proportionate whole-building approach that also includes loft insulation, thermostatic radiator valves and progressive replacement of lighting with LEDs.

Building Regulations thermal standards: The detailed glazing and frame performance will comply with applicable Building Regulations requirements insofar as they apply to works to a listed building, balanced with the need to preserve significance and avoid unacceptable alteration. No quantified exceedance is claimed.

Energy-efficiency measures: Slimline double glazing to the Town Hall, standard double glazing to suitable larger openings, improved draught control, restored opening lights and durable repair and maintenance. These measures improve comfort and reduce demand without changing the significant building envelope.

Renewable energy technologies: Renewable generation was not incorporated because the application is confined to window and door works. The fabric-first measures proposed are the proportionate intervention at this stage.

Electric vehicle charging: Not applicable. The works do not create or alter parking spaces.

8. Conclusion

The proposal is a repair-led and proportionate response to the condition, significance and continuing public use of the Okehampton Town Hall complex. It retains serviceable fabric, confines replacement to defective elements, closely reproduces established joinery and preserves existing

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access arrangements. Improved weather-tightness, operation, thermal performance and acoustic performance will support the continued civic, cultural, commercial and community use of the buildings. The DEV32 response demonstrates that reuse, durability, responsible material selection and fabric-first energy measures have been embedded in the design.

9. References

- Ministry of Housing, Communities and Local Government, Making an application: Design and Access Statements (updated 12 May 2025).
- West Devon Borough Council, DEV32 – Minor Applications.
- Studio Tor Architecture (2026), *Heritage Statement: Replacement windows and doors, Okehampton Town Hall*.
- Application drawings, detailed window and door schedules, site survey and Schedule of Works.

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