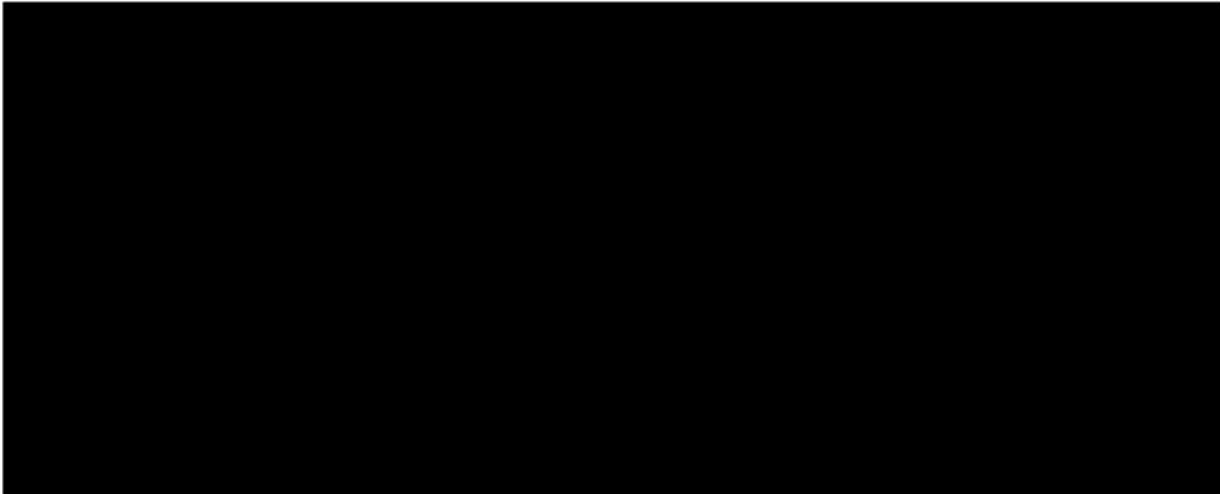


LISTED BUILDING REPAIRS NOTICE

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT

1990 ("THE ACT") SECTION 48



1. South Downs National Park Authority ("the Authority") is the appropriate authority for the purposes of section 48 of the Act for the area containing West Ashling Post Office and the house attached, Southbrook Road, West Ashling, Chichester, West Sussex PO18 8DN, ("the Building"), which is listed under Section 1(5) of the Act. The Building is shown edged in red on the map attached to this Notice in Schedule 1.
2. Notice is hereby given that it appears to the Authority that the works specified in Schedule 2 to this notice are reasonably necessary for the proper preservation of the Building.
3. Once three months have elapsed following the date on which you are served with this notice, if the notice has not been withdrawn, the Authority may request the Secretary of State to authorise it to acquire compulsorily:
  - a) the Building; and
  - b) any land contiguous or adjacent to it which appears to the Secretary of State to be necessary for preserving the building or its amenities, or for affording access to it, or for its proper control or upkeep.
4. The Secretary of State may make or confirm an order for the compulsory purchase of the Building and any land contiguous or adjacent to it if:
  - a) it appears to him/her that reasonable steps are not being taken for the proper preservation of the Building;

- b) s/he is satisfied that it is expedient to make provision for its preservation; and
  - c) s/he is satisfied that it is expedient for that purpose for it to be acquired compulsorily.
5. If compulsory purchase procedures are initiated, you or any person having an interest in the Building which it is proposed to acquire compulsorily may, within 28 days after the service of the Notice required under section 12 of the Acquisition of Land Act 1981, apply to a magistrates' court for an order staying the proceedings on the ground that reasonable steps have been taken to properly preserve the Building.
6. If the Building is compulsorily purchased following the service of this Notice (subject to paragraphs 7 - 9 below) it shall be assumed for the purpose of assessing the compensation that is payable that listed building consent would be granted for any works:
- a) for the alteration or extension of the Building; or
  - b) for its demolition for the purpose of carrying out development of any class specified in Schedule 3 to the Town and Country Planning Act 1990.
7. If the Secretary of State is satisfied that the Building has been deliberately allowed to fall into disrepair, for the purpose of justifying its demolition and the development or redevelopment of its site or any adjoining site, s/he may include in the compulsory purchase order a direction for minimum compensation.
8. The effect of a direction for minimum compensation is that, for the purpose of assessing the compensation that is payable, it shall be assumed that:
- a) planning permission would not be granted for any development or redevelopment of the site of the Building; and
  - b) listed building consent would not be granted for any works other than those necessary for restoring the Building and maintaining it in a proper state of repair.
9. Where a direction for minimum compensation is included in a compulsory purchase order or draft order, you will have the right to apply to the magistrates' court within 28 days of the service on you of the notice stating the effect of the order or draft order, for an order that no such direction should be included.
10. If you require further information regarding this notice, you should contact [REDACTED]

Dated the 4<sup>th</sup> day of January 2019

Signed [REDACTED] ..... Authorised Officer  
For and on behalf of [REDACTED] Park Authority, South Downs Centre, North  
Street, Midhurst GU29 9DH.

## SCHEDULE ONE

### Plan

The listed building to which this notice relates is the West Ashling Post Office and the house attached, West Ashling, Chichester, West Sussex PO18 8DN. The site is shown for the purposes of identification only edged red on the attached plan.

## SCHEDULE TWO

Specification of works to be carried out.

**SITE LOCATION PLAN**  
**AREA 2 HA**  
**SCALE 1:1250 on A4**  
**CENTRE COORDINATES: 481171, 107410**



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13/12/2018 09:29

# REPAIRS SCHEDULE

## West Ashling Post Office and Cottage

All works shall be carried out by a contractor appointed and employed by the owner of the property. Works shall be supervised by a surveyor who is a member of RICS, appointed and employed by the owner, who will be referred to hereafter as 'the Surveyor'.

The Conservation Officer of South Downs National Park Authority (the LPA), or his appointed site supervisor will make regular inspections and will relate any concerns promptly to the Surveyor. He will also offer clarification or advice as required.

Where any inspection or assessment is to be made, it shall be made by the Surveyor.

All new materials used in the carrying out of these works are to be approved in advance by the Surveyor. Any matching salvaged materials brought on to site may be approved by the surveyor at their source.

Safe access for high level work shall be maintained at all times. Permission for the erection of scaffolding to the West (front) façade of the Post Office will require a licence from the Highways Authority, West Sussex County Council.

Asbestos has been discovered within the building and the full report is available on request to the LPA. The Surveyor must ensure hazardous material is professionally removed and safely disposed of before site personnel are permitted to work within the interior.

The electrical systems in the property cannot be certified safe. The Surveyor should arrange for a separate, certified site supply should mains electricity be required for the works.

Works required by and which strictly adhere to the specifications of this Schedule do not require a separate application for Listed Building Consent. However, any deviation from it may. No deviation from the requirements of this Schedule is permitted without the prior consent in writing from the LPA.



### **West Face Post Office – Roof and Guttering**

1. Trim high-level Wisteria growth to West (Front) Post Office elevation, sufficiently clear of the eaves line to allow free access to gutters.
2. Take down existing cast iron gutters, lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level. Furnish new or good second-hand sections of matching cast-iron guttering to replace any sections assessed incapable of repair.
3. Strip roof tiling to this face, inspect and re-make back gutter if necessary. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Take care to remove ridge tiles intact for re-use. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from other pitches where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.
4. Re-bed original ridge and hip tiles, taking care to minimise evidence of revealed mortar at joints.
5. On completion, refit refurbished or replacement gutters, re-making all joints and sealing against leaks. Remove any identification tags or labels visible from the ground.



### **North Face Post Office – Roof and Guttering**

6. Take down existing cast iron gutters from North (Return) Post Office elevation, lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level. Furnish new or good second-hand sections of matching cast-iron guttering to replace any sections assessed incapable of repair.

7. Strip roof tiling to this face, taking care to remove ridge tiles intact for re-use. Inspect and re-make back gutter if necessary. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Furnish two new gutter brackets to replace those missing at west end. Assess condition of lead valley at east end and renew if defective in Code 5 lead. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from other pitches where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.

8. On completion, refit refurbished or replacement gutters, re-making all joints and sealing against leaks. Remove any identification tags or labels visible from the ground.



*North facing roof pitch of Post Office*

### **North Face Post Office - Other**

9. Clear cellar ventilation grill (as shown in photograph below) of any obstruction and clear surrounds of vegetation.



### **South Face Post Office (facing car port) – Roof and Guttering**

10. Take down existing cast iron gutters, hopper and downpipe, lower carefully to ground level and separate individual components. Clear hopper of obstructions. Where assessed capable of further service, sand-blast iron components to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level. Furnish new or good second-hand sections of matching cast-iron guttering to replace any sections assessed incapable of repair.

11. Strip roof tiling to the hip, strip chimney lead flashings and remake back gutter. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Reform chimney flashings in new Code 4 lead. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from rear pitches or good, matching second-hand tiles where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.

12. On completion, refit refurbished or replacement gutters, hopper and downpipe re-making all joints and sealing against leaks.





*East and South Return faces of Post Office and Cottage to the garden*

#### **East and South Return Faces (Garden), Post Office and Cottage – Roof and Guttering**

13. Take down existing cast iron gutters to both faces and the downpipe on the south face, lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level.
14. Furnish new or good second-hand sections of matching cast-iron guttering to replace missing or irreparable sections.
15. Strip roof tiling to these pitches. Remove ridge tiles intact for re-use and furnish matching replacements for the missing hip tiles. Inspect and re-make back gutter if necessary. Redecorate gutter and downpipe bracketry if found in serviceable condition, or renew to match. Inspect valley leadwork and if necessary renew in Code 5 lead. Renew battens and felt and re-tile. If there is an overall shortfall in reusable tiles from the roof overall, new clay tiles of matching colour and texture to the originals may be used to cover these two pitches. If new supplementary tiles are nibbed, every second course shall be nailed.
16. Re-bed original and supplementary hip tiles, taking care to minimise evidence of revealed mortar at joints.
17. On completion, refit refurbished and supplementary replacement gutters, the hopper and downpipe, re-making all joints and sealing against leaks.

### **East and South Return Faces (Garden), Post Office and Cottage – Other**

18. Remove any vegetation at base of wall to reveal missing plinth. Consult a structural engineer to assess risk of underpinning this section of wall and undertake any internal or external propping or support he or she considers necessary to ensure safety of this operation before it is undertaken to his specification.

19. Rebuild missing plinth of wall in brickwork, of a colour and texture to match surrounding bricks. Form French drain to protect plinth from standing water or vegetative re-growth.

20. Remove improvised and insecure barred-window frame at ground floor level. (See photograph below). Furnish and fit new ground floor window lintel to match original appearance. Fit rudimentary window frame in primed timber and either glaze or board the opening to secure. If boarded, paint in a grey undercoat followed by a black top-coat. Re-fit grille internally if desired.



21. Remove window board and inspect upper floor window. If beyond repair, replace with a replica frame and casement, fabricated in Western Red Cedar, primed and undercoated in grey. Glaze casement, fixing with traditional putty. Topcoat in white.



*Broken window frame and glazing, seen internally from bathroom*

### **East Face, Cottage – Chimneys**

22. For **one only (twisted) south**, single flue chimney stack, (as shown, left, on the photograph below) carefully remove single Fareham Pot and store securely for re-use. Take down the topmost seventeen courses of brickwork, putting all reusable bricks to one side.



23. Remove cement flashings to this chimney base and form lead flashings in new Code 4 lead.

24. Rake out and repoint open brickwork joints in a lime-based mortar of a mix to be agreed with the Conservation Officer. Provide a neat, flush pointing finish, avoiding excess mortar smears on the faces of the bricks. Rebuild the upper seventeen courses of brickwork using lime bedding mortar and the salvaged bricks, taking care when laying to present previously weathered faces to the outside, again avoiding pointing smears. Any necessary supplementary bricks shall be good, well-fired, hand-made

stocks, a close match in colour and texture to the originals. On completion, re-set the Fareham Pot, flanchued in mortar to match the original feature.

#### **East Face, Cottage – Roof and Guttering**

25. Remove the surviving cast iron gutters to this elevation. Inspect condition of hopper and downpipe on return wall, removing vegetation growing out of or around it and any other blockage ensuring water conducts away freely, without significant leaks.

*NOTE; serviceable lengths of gutter from this elevation, refurbished as above may be used to supplement missing or defective components on other faces.*

26. Strip roof tiling to this face, inspect and re-make back gutter. Take care to remove ridge tiles intact for re-use. Renew gutter bracketry in readiness for replacement cast iron gutters.

27. Renew battens and felt and re-tile. In the event of a probable shortfall in reusable tiles from the roof overall, new clay tiles of matching colour and texture to the originals may be used to cover the **lower** courses of these pitches. All tiles without nibs shall be fixed with two stainless steel nails. Where new supplementary tiles are nibbed, every second course shall be nailed. Re-point exposed verge at lower level as originally detailed.

28. Re-bed original ridge and hip tiles, taking care to minimise evidence of revealed mortar at joints.

29. On completion, furnish new or good second-hand sections of cast-iron guttering to the new bracketry. Ensure rainwater discharges as intended to the cleared downpipe and gully.

#### **East Face (Outshot, Cottage) – Windows and Door**

30. Remove the two windows and frames, take to joiner's workshop, remove any loose paint and putty and repair all elements, adding new sills to each in Western Red Cedar. Finish in primer and undercoat. Reinstall in original openings, re-glaze where necessary and re-putty. Topcoat in white.

31. Remove boarded door and take to joiner's workshop for repair. Scarf in new sections of door frame as necessary. Strip black paint from door (do **not** employ chemical dip) and inspect condition of boards and ironmongery. Door replacements shall require a new weather bar and threshold door stop. Re-decorate in primer, one undercoat and a topcoat in black. Re-fit ironmongery if of serviceable condition or replace with new and re-hang, ensuring smooth operation and secure closure.

#### **East Face – Kitchen Window**

32. Remove board and window frame. Replace with a matching frame fabricated in Western Red Cedar, primed and undercoated. Install new window in opening, glaze using putty. Topcoat in white.

## North Face Cottage – Roof, Chimney Stack and Gutters



*North Roof Pitch and Chimney Stack of Cottage*

33. Remove the cast iron gutters to this elevation. Inspect condition of hopper and downpipe beside chimney stack, removing vegetation and any other blockage ensuring water conducts away freely, without significant leaks.
- 34 Strip roof tiling to the hip, strip chimney lead flashings and remake back gutter. Redecorate gutter bracketry if found in serviceable condition, or renew to match. Reform chimney flashings in new Code 4 lead. Renew battens and felt and re-tile using reusable clay tiles from this pitch, supplemented by good tiles from other pitches where any shortfall occurs. All tiles without nibs shall be fixed with two stainless steel nails.
35. Re-bed original ridge and hip tiles, taking care to minimise evidence of revealed mortar at joints.
36. On completion, refit refurbished gutters as 37, below, re-making all joints and sealing against leaks. Remove any labels visible from the ground.

### West Face Cottage Front – Gutters

37. Take down existing cast iron gutters, including return to North Face chimney. Lower carefully to ground level and separate individual components. Where assessed capable of further service, sand-blast iron sections to remove loose decoration or rust and repaint in a red oxide primer, followed by grey undercoat and black top-coat. Label each element to facilitate reassembly, using locations invisible from ground level.
38. Redecorate gutter bracketry if found in serviceable condition, or renew to match.
39. On completion, refit refurbished gutters including return to North chimney, re-making all joints and sealing against leaks. Remove any labels visible from the ground.

### West Face Cottage Front – Windows and Door



40. Check lintel of **North First Floor** window opening for failure and renew if defective. Remove both casements and take to joiner's workshop for repair. Remove remains of frame and replace with new frame and sill fabricated in western red cedar, primed, undercoated and top-coated in black. Repair casements by scarfing new sections of bottom rail, refitting failed pegs and gluing joints. Remove failed glazing putty and re-putty, prime all exposed timber, undercoat each casement and topcoat in white before returning to site and fitting to the new frame. Ensure smooth operation and secure closure.
41. Remove surviving casement from **North Ground Floor** window and take to joiner's workshop for repair. Remove window frame, making new sill using western red cedar and scarfing in sections of new jambs as required. Prime all exposed timber, undercoat whole and topcoat in black. At workshop,

clean off the original casement, taking care to retain original glass, renew failed putty and renew pegs as necessary. Fabricate a new casement to match in western red cedar, primed, undercoated and topcoat in white as original. On site, install casements in frame, glaze new casement using putty. Ensure smooth operation and secure closure.

42. Remove surviving casement from **South Ground Floor** window and take to joiner's workshop for repair. Remove window frame, making new sill using western red cedar and scarfing in sections of new jambs as required. Prime all exposed timber, undercoat whole and topcoat in black. At workshop, clean off the original casement, saving original glass if possible, renew failed putty and renew pegs as necessary. Fabricate a new casement to match in western red cedar, primed, undercoated and topcoat in white as original. Install both casements in frame, glaze new casement using putty. Ensure smooth operation and secure closure.



*South Ground Floor Casement*

43. Remove both casements from the **South First Floor** window and take to joiner's workshop for repair. Remove remains of frame and replace with new frame and sill fabricated in western red cedar, primed, undercoated and top-coated in black. Repair casements by scarfing new sections of bottom rail, refitting failed pegs and gluing joints. Save original glass where possible. Remove failed glazing putty and re-putty, prime all exposed timber, undercoat each casement and topcoat in white before returning to site and fitting to the new frame. Ensure smooth operation and secure closure.





43. Remove the **Front Door** and take to joiner's workshop for inspection, repair or replication. Rebuild Door frame, inserting new sill and threshold bar. At the workshop carefully dismantle door, if considered repairable, renewing frame elements as necessary and re-gluing joints and panels. If irreparable, replicate precisely in Western Red Cedar. Prime and undercoat all exposed timber. Rub down original paintwork and topcoat in black satin. Overhaul or renew ironmongery and refit, ensuring smooth operation and secure closure.

## Internal – General preliminary

44. Remove all scattered items and other trip hazards from all floor or staircase surfaces, taking particular care to remove inflammable items from all points of entry. Do not remove domestic items from the property, even if dilapidated, unless the owner agrees.

Clear and remove all loose, fallen soot or flue material from fireplaces and hearths.

## Internal – Roof Space over House

45. Alongside roof tile removal and before felting and roof re-battening, arrange safe access to loft space and renew any cracked or broken rear rafters. Introduce additional cross ties and collars as necessary to support and distribute roof load.



*Primary area of over-stressed rafters supporting rear cat slide roof pitch*

**Internal – Post Office, first floor bedroom**

46. Obtain advice from a Structural Engineer on the suitability of the decayed wall plate to carry roof loadings and follow his specification for renewal. Remove any rot-decayed skirting boards and remove them from the building for disposal.



*Decayed wall plate*

## Internal – Kitchen

47. Employ services of a CORGI registered gas engineer to remove defective boiler from rear wall. Supply has already been capped off at the cylinders in the rear yard. No attempt should be made to reactivate gas supply to the current, defective installation as a **Danger Do Not Use Notice** has been issued. Any replacement gas installation shall be fitted and certified by a CORGI registered gas engineer.

Do not dispose of boiler from building without the owner's agreement.



### Internal – South East bathroom

48. Tidy debris and invasive plant growth from bathroom. Renew defective floorboards in the South East bathroom as necessary using matching softwood boards and reinstate existing (or, if preferred, new) bathroom fittings to a basic, clean and functioning condition.



## **End of Repairs Schedule**