

DELEGATED FILE NOTE

CASE OFFICER: ...Mark Simmons.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00579/LBC	Replace 3no. windows on front elevation (ground floor and first floor bay windows and 4-light first floor window) with like-for-like single-glazed, leaded-light, timber windows.	32 Sollershott East Letchworth Garden City Hertfordshire SG6 3JN

Submitted Plan Nos

Location Plan Proposed XSECTION (1) Proposed WG1 v2 Proposed WF2 v2 Proposed WF1 v2

1.0 Policies

HE1	Designated heritage assets
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2.0 **Site History**

- 2.1 **07/00982/1LB** - Two storey rear extension, conversion of roof space to provide bedroom. External and internal alterations.
R 29.06.2007

07/00992/1HH - Two storey rear extension and insertion of dormer window into rear roof slope. Detached single garage at front of dwelling following demolition of existing.
R 28.06.2007

07/02365/1HH - Single storey rear extension and insertion of dormer window into rear roof slope to facilitate loft conversion (as amended by plan received on 29th November 2007).
CP 13.12.2007

07/02366/1LB - Single storey rear extension, insertion of 1 dormer window and 1 roof light in rear roof slope, alterations to external openings at ground floor level. Internal alterations to include modification of ground floor layout, new staircase between first floor and roof space and conversion of roof space into a bedroom with en suite shower room (as amended by plan received on 29th November 2007).
CCON 13.12.2007

13/01297/1HH - Two storey side extension, detached double garage and insertion of dormer window and two roof lights into existing rear roof slope to facilitate conversion of loft into habitable accommodation.
R 16.08.2013

13/01298/1LB - Two storey side extension and insertion of dormer window and two roof lights in existing rear roof slope. Internal alterations involving opening-up of existing external ground and first floor walls into extension and insertion of a staircase between first floor and loft.
R 16.08.2013

23/00864/LBC - Replace existing side (west elevation) door.
CCON 17.07.2023

25/02600/LBC - Replace 3no. single-glazed, leaded-light windows to front elevation with 20mm double-glazed windows with 15mm lead detail applied to outer pane.
R 07.01.2026

3.0 **Policies**

3.1 Policy HE1 of the North Hertfordshire Local Plan 2011 – 2031 is relevant as are the following paragraphs of Section 16 of the National Planning Policy Framework (Dec 2024):

- **135 c)** (*sympathetic to local character and history, including the surrounding built environment*),
- **207** (*local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting*)
- **210** (*desirability of new development making a positive contribution to local character and distinctiveness*),
- **212** (*great weight should be given to the asset's conservation*),
- **213** (*clear and convincing justification*), and
- **215** (*harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use*).

4.0 **Representations**

4.1 **Letchworth Garden City Heritage Foundation** – No comments received.

Press & site notices – No comments received.

5.0 **Planning Considerations**

5.1 **Site and Surroundings**

5.1.1 47, Southview and 32-38, Sollershott East are together grade II listed and are located within the Letchworth Conservation Area. The building and the area are designated heritage assets for the purpose of applying the aims of the NPPF. The list entry is provided at the following link.

<https://historicengland.org.uk/listing/the-list/list-entry/1102817?section=official-list-entry>

5.2 **Proposal**

5.2.1 The application is described as: ***Replace 3no. windows on front elevation (ground floor and first floor bay windows and 4-light first floor window) with like-for-like single-glazed, leaded-light, timber windows.***

5.3 **Key Issues**

5.3.1 The key issues are to assess the impact of the proposal on the listed building's special character and upon the character and appearance of the Letchworth Conservation Area.

5.3.2 As noted in the list entry and acknowledged in the submitted Heritage Statement:

The building was, and still is, held up as one of the finest examples of domestic architecture in the Garden City, illustrated in early publications (for example C. B. Purdom's the Garden City, 1913). The building contributes to the overall heritage value of Letchworth as the first Garden City — reflecting the town's ideals of well-designed domestic housing that harmonises with green spaces, high standards of craftsmanship, and attention to detail.

The Heritage Statement goes on to state:

The significance of 32 Sollershott East lies in:

- ☐ *Its architectural character as part of the C M Crickmer design*
- ☐ *Its role within the earliest Garden City layout*
- ☐ *Its contribution to the visual coherence and social concept of the area*
- ☐ *Surviving original features*

The building is protected for its group value, and any changes must preserve the external form, materials, and detailing that contribute to the overall character.

- 5.3.3 Windows are often a significant feature of listed buildings. They strongly contribute to a building's interest and appearance. Any changes can noticeably alter how the building and area looks. There is much by the way of guidance provided by local planning authorities which discourages the installation of double-glazed windows into listed buildings and whilst North Herts does not have specific guidance on this matter, it is important that the following are considered when considering replacement of windows:

- ☐ Evidence of craftsmanship
- ☐ Use of old or rare materials
- ☐ Detail of design

If the existing windows contribute positively to the building's special character and the frames are capable of repair, this should normally be the way forward.

- 5.3.4 Under application ref: 25/02600/LBC, the applicant applied for listed building consent to install double-glazed windows with faux lead detail. The application was refused for the following reason:

No.47, Southview, and nos. 32-38, Sollershott East are together grade II listed and are located within the Letchworth Conservation Area. This group was considered at the time to be one of the finest achievements of the Garden City domestic architecture. The existing windows are single-glazed leaded lights with fixed lights and flush side-hung and top-hung casements. Although the method opening of the new window would replicate the existing, by reason of the 20mm double-glazed system with faux leadwork to the outer pane the glazing system would harm the listed building's special character and have a small impact upon the Letchworth Conservation Area. The degree of harm would be low to moderate on the less than substantial harm continuum for which there is no public benefit. The proposal would not satisfy the provisions of Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the aims of Section 16 of the NPPF and the aims of Policy HE1 of the North Hertfordshire Local Plan 2011-2031.

- 5.3.5 This application seeks to address conservation concerns raised in the earlier application by seeking like-for-like single glazed replacement windows. As stated at page 40 of Historic England guidance entitled 'Traditional Windows: their care, repair and upgrading' published in 2017 (currently under review following publication of: Adapting Historic Buildings for Energy and Carbon Efficiency: Advice Note 18):

Metal windows with leaded lights are found in buildings from many periods. Their repair can be a specialist task and should be approached with caution, particularly if the windows are of historic significance. It may not be sensible even to attempt to repair leaded-light windows to draught-free levels, but secondary glazing can often be added to provide protection and draught-proofing.

- 5.3.6 At page 54 of the same guidance it says the following which was applicable to the previous scheme:

If used in multi-paned windows, IGUs will generally be less efficient than secondary glazing since even the most efficient units will not overcome thermal bridging through the frame and glazing bars. This is particularly an issue when IGUs are added to steel windows. For this reason and for cost effectiveness, many replacement windows are made instead with a single IGU with timber glazing bars or leaded lights applied to the surface. This loss of historic fabric and detailing and change in appearance are likely to reduce the significance of the window and the host building.

Impact on the listed building and conservation area

- 5.3.7 With reference to Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the following should be noted: "In considering whether to grant listed building consent for any works the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special interest or historic interest which it possesses".
- 5.3.8 Within a Conservation Area, the Council has a duty to pay special attention to the desirability of preserving or enhancing the character or appearance of that area, in accordance with Section 72(1) of the Listed Building and Conservation Areas Act (1990). Furthermore, Section 16 of the National Planning Policy Framework (NPPF) sets out guidance relating to sustaining and enhancing heritage assets.
- 5.3.9 The windows affected are as follows:
- ☐ **WG1** - This is the ground floor window to the two-storey hipped projecting bay. The left-hand return is fixed light, the front is combination of fixed, side-hung, and top-hung lights and the right-hand return is a top-opening light over a fixed light.
 - ☐ **WF1** – This window sits directly above WG1 and comprises side-hung casements flanked by fixed lights on both returns.
 - ☐ **WF2** – This window is a set of 4no. side hung casements.
- 5.3.10 Before considering the proposed windows, the existing windows need to be assessed, and the case officer conducted a site visit on 19 December 2025 and photographed the existing windows most of which were original i.e. from 1911 but with some modifications particularly at ground floor. Insulated panels are placed directly behind the ground floor widow panels suggestive of a temporary thermal enhancement, but I understand that it is to muffle sound as this front room is used as a drum studio. The mullions to this window may have been replaced in the past as there was no joinery peg detail as could be seen in the construction of the upstairs windows. There is an assortment of ironmongery either original or sympathetic alternatives and the owner had undertaken some minor L-shape plate repairs at the connection between stiles and bottom rails. Externally, there is clear evidence of the frames deteriorating. It is considered that the windows still possess a sufficient degree of special interest to make a positive contribution to the listed building's special character.

- 5.3.11 Considering their condition, it is acknowledged that replacement of some of the timber frames may be necessary to retain the windows' structural integrity. The Heritage Statement says that:

4. Description of Proposed Works

The proposal is to replace 3 no. existing windows – Ground floor and first floor Bay windows and quadruple first floor window to front elevation with like-for-like timber units, due to deterioration of the original materials. The new joinery will be:

- ☐ *Constructed from high-quality, durable hardwood or softwood (e.g. Accoya or similar, depending on local approval)*
- ☐ *Replicating existing dimensions, profiles, and opening mechanisms*
- ☐ *Painted in a heritage-appropriate finish (e.g. white sashes, black frames, if agreed)*
- ☐ *Fitted into existing openings, with no enlargement or repositioning.*

Where possible, original ironmongery and detailing will be retained and reused. Glazing will be traditional 15mm square leaded single float glass, set within traditional profiles to replicate existing. Original glass will be reused wherever possible.

5.4 **Alternative Options**

- 5.4.1 Nonapplicable.

5.5 **Pre-Commencement Conditions**

- 5.5.1 Nonapplicable.

5.6 **Conclusion**

- 5.6.1 Although the condition of some of the frames is such that replacement is more likely required than repair, overall, all three windows display sufficient quality of detailing to suggest that only true like-for-like leaded-light windows would preserve the special character of this listed building. Replacing the single-glazed, leaded-lights with like-for-like replacement windows will ensure that the listed building's special character is not harmed even though there would be some loss of historic fabric. The proposal would satisfy the provisions of Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the aims of Section 16 of the NPPF and the aims of Policy HE1 of the North Hertfordshire Local Plan 2011-2031.

6.0 **Recommendation**

- 6.1 I recommend that listed building consent be **GRANTED** subject to the following conditions:

1. The work to which this consent relates shall be begun by not later than the expiration of the period of 3 years from the date of this notice.

Reason: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 51 of the Planning and

Compulsory Purchase Act 2004.

2. All new windows shall match the joinery sections of the existing windows including in the case of Window WG1 receiving transoms and split transoms as noted on drawing no.WG1 each measuring 92mm wide to match the transoms of the existing windows unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of the grade II listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

3. All new windows shall be single glazed using either existing glass where possible or new 4mm glass set within 15mm traditional lead as set out in the amended Heritage Statement received on 12 May 2026 unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of the grade II listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 13 May 2026	