

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/01439/LBC	Replacement of 2 no. (first floor front and rear) white timber windows with flush casement heritage slim glazing, Accoya sashes, frame and cill painted white	11 Westholm Letchworth Garden City Hertfordshire SG6 4JB

Submitted Plan Nos

D38734 - 1 of 3 Joinery Detail Sheet D38734 - 2 of 3 Rev A D38734 - 3 of 3 Rev A Location plan

1.0 Policies

HE1	Designated heritage assets
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SECN16	Conserve + enhance historic environment
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2.0 **Site History**

- 2.1 **98/00061/1LB** - Two storey rear extension following demolition of existing lean-to. New garage following demolition of existing (as amended by drawing no PO1/B received 27.2.98).

CON 10.03.1998

98/00062/1 - Two storey rear extension following demolition of existing lean-to. New garage/store following demolition of existing (as amended by drawing no PO1 rev B received 27.2.98).

CP 10.03.1998

22/02762/LBC - Replacement of front entrance door and side light with new timber front door and side light. Replacement of French doors and split transom side lights on rear elevation with timber French doors and non-openable side lights.

CCON 20.12.2022

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 Nos.1-24 Westholm are grade II listed and are located within the Letchworth Conservation Area. Both the buildings and the area are Designated Heritage Assets for the purpose of applying the aims of Section 16 of the NPPF. The list entry reads as follows:

1906 by B Parker and R Unwin plan designs of 1898/9 published in 1901 by Parker and Unwin in "The Art of Building a House". This, with the Birds Hill development (qv), is the earliest known scheme based on the traditional village green layout, and the prototype of all later development of this type throughout the country. Grouped cottages in 7 one and a half storey in blocks of 2, 4 and 5 houses, varying in design through judicious use of irregular gables and dormers. The focal point of the composition is the large central gable of Nos 12 and 13. Tiled roofs with brick ridge stacks. Roughcast walls. Transom and mullion windows, some with glazing bars. Recessed, arched doorways. Later alterations and additions. Included as a seminal development concept.

5.2 Proposal

- 5.2.1 The application is described as: ***Replacement of 2 no. (first floor front and rear) white timber windows with flush casement heritage slim glazing, Accoya sashes, frame and cill painted white.***

5.3 Key Issues

- 5.3.1 The main issue is to consider the impact of the works on the special character of the listed building and upon the character and appearance of the Letchworth Conservation Area.

- 5.3.2 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.

Historic England guidance entitled 'Traditional Windows: their care, repair and upgrading' published in 2017.

- 5.3.3 Historic England's general approach to the alteration or replacement of windows is set out below:

1. Where historic windows, whether original or later insertions, make a positive contribution to the significance of a listed building they should be retained and repaired where possible. If beyond repair, they should be replaced with accurate copies.

2. Where historic windows have already been replaced with windows whose design follows historic patterns, these usually make a positive contribution to the significance of listed buildings.

When they do, They should therefore be retained and repaired where possible. If beyond repair, they should be replaced with accurate copies.

3. Where historic windows or replacement windows of historic pattern survive without historic glass it may be possible to introduce slim-profile double-glazing without harming the significance of the listed building. There are compatibility issues to consider as the introduction of double-glazing can require the renewal of the window frame to accommodate thicker glazing,

thereby harming significance. These issues are covered in Section 4 of this guidance.

4. Where historic windows have been replaced with ones whose design does not follow historic patterns, these are unlikely to contribute to the significance of listed buildings. Replacing such windows with new windows of a sympathetic historic pattern, whether single-glazed or incorporating slim-profile double-glazing, may cause no additional harm. It also provides an opportunity to enhance the significance of the building, which is the desired outcome under national policy.

5. Where a new window or re-glazing is agreed, the reflective properties of secondary and double-glazing as compared to modern, polished single-glazing, do not usually harm the significance of the building. But when new multi-paned windows are proposed, the desirability of reproducing broken reflections by individually glazing each pane should be considered. Where the aesthetic value of the building is high, then the impact on the whole of the relevant elevation should be considered, including the desirability of accurately matching other windows.

- 5.3.4 The HE guidance describes that assessing the significance of a window and understanding the contribution it makes to the significance of the building is the key first step in deciding the correct approach to any alterations or upgrading. Where historic fenestration survives, HE explains that it is often an irreplaceable resource that should be conserved and repaired wherever possible. It describes how to determine the architectural and historic significance of windows so that decisions about altering them can be made in an informed way.

Guidance on Alterations to Listed Buildings **IHBC Toolbox Guidance Note GN2021/1 - January 2021**

- 5.3.5 At 4.3.4 it states:

“Proposals to double-glaze existing windows are often inappropriate as well as having a surprisingly high carbon impact and a short lifespan. Thicker glazing units require glazing bars to be modified to accommodate them and the window will then have a very different appearance.”

Whilst at 4.3.5 it states:

“Applied glazing bars to the surface of windows or sandwiched between panes of double-glazing are generally inappropriate. Secondary glazing may be acceptable subject to careful location of the framing elements so as not to be disruptive to the visual appearance when seen from the exterior.”

Impact on the listed building

- 5.3.6 The submitted Design and Access Statement states:

We intend to replace two first floor timber windows. In keeping with the period style of the property both windows will be flush casement and will have heritage slim glazing.

The window at the front of the property (which is not the original) has now deteriorated beyond repair. The replacement will follow the existing style and design based on the ground floor window, which is an original window. This window can be seen from the street, and in its partner property, number 14.

The window at the rear of the property was installed during an earlier extension. The proposed replacement will be a flush casement window with heritage slim glazing, in keeping with the original style of the property.

- 5.3.7 The detailing on drawing nos. D38734 sheets 1 of 3, 2 of 3 and 3 of 3 indicate well-detailed copies of the existing ground floor window including split transoms with equal sight lines to the transoms of windows alongside. The windows would be made using Accoya sashes, frames and cills and will receive 14mm dgu's. The following is also noted on Sheet 1 of 3:

Ironmongery

3 x Casement Window Lock White

2 x Handle Casement Monkey Tail BA

8 x Hinge Butt BA 3 inch

3 x Lock Chubb Window Key

2 x TVA389 Recessed Ventilators-White For Special

Paint Finishes

2 x TVT347 Veneer Vent Cover (Oak/Sapele/Pine) - for Special Finish

2 x Ventilation Foam (was TVG White Flange Vent Grille)

5.4 Alternative Options

- 5.4.1 Nonapplicable.

5.5 Pre-Commencement Conditions

- 5.5.1 Nonapplicable.

5.6 Conclusion

- 5.6.1 It is considered that the proposed replacement windows will not occasion harm to the listed building's special character or harm the character or appearance of the Letchworth Conservation Area, therefore, will satisfy the provisions of Section 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 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. The alterations hereby consented shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the alterations are carried out in accordance with details which form the basis of this grant of listed building consent.

Signed  Sam Dicocco Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 19 August 2025	