

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00949/LBC	Replace existing late C20 single-glazed, ground floor, window on side elevation with double-glazed timber window with glazing bars.	6 Westholm Letchworth Garden City Hertfordshire SG6 4JB

Submitted Plan Nos

Location Plan Attachment 1: Annotated Side Elevation photo Attachment 2: Replacement window (1200mm x 1200mm) Attachment 3: Photo from manufacturer Attachment 4: Vertical section drawing Attachment 5: Section detail of glazing bars

1.0 Policies

HE1	Designated heritage assets
SECN16	Conserve + enhance historic environment

2.0 Site History

- 2.1 **05/00204/1LB** - Retention of windows on front elevation and french doors on rear elevation.

CON 04.046.2005

05/00946/1LB - Replace existing 2 windows on rear elevation with french doors and existing side door with window to match.

CCON 15.08.2005

08/00558/1LB - Replacement kitchen window.

CON 02.05.2008

10/01247/1HH - Single storey rear extension.

CP 02.09.2010

10/01248/1LB - Single storey rear extension (as amended by plans received on 29 July 2010).

CCON 02.09.2010

11/00345/1HH - Single storey rear extension (as variation of planning ref 10/01247/1HH granted permission on 02/09/10).

CP 28.03.2011

11/00361/1LB - Single storey rear extension (as variation of planning ref 10/01248/1LB granted consent on 02/09/10).

CCON 28.03.2011

14/01503/1LB - Replacement front bay window.

CCON 11.08.2014

16/00913/1LB - Replacement of two first floor windows on front elevation with hardwood framed double glazed windows.

CCON 06.06.2016

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 1-24 Westholm are grade II listed and located within the Letchworth Conservation Area. The buildings 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/1347288?section=official-list-entry>

5.2 **Proposal**

5.2.1 The application is described as: ***Replace existing late C20 single-glazed, ground floor, window on side elevation with double-glazed timber window with glazing bars.***

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 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 and conservation area

- 5.3.6 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".
- 5.3.7 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 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.
- 5.3.8 Before considering the proposed windows, the existing windows need to be assessed. The submitted Design and Access Statement states the following with which I concur:

The window to be replaced is on the north facing, side elevation of the house on the ground floor. It is a standard timber casement, probably installed 40 or more years ago. It is single glazed and not consistent with the period of the house or with the Heritage Foundation's design principles, and detracts from the building's character. It is not visible from the front of the house.

- 5.3.9 Considering that appn ref: 16/00913/1LB for 'Replacement of two first floor windows on front elevation with hardwood framed double glazed windows' was granted listed building consent with the following condition imposed (see below), a similarly worded condition is proposed for the current proposal.

The replacement windows shall:

- i) Incorporate flush casements;***
- ii) Be externally white painted; and***
- iii) Incorporate either 'Peardrop' or 'Bulbous End' ironmongery***

unless otherwise agreed and approved in writing by the Local Planning Authority. Furthermore and notwithstanding the reference on 'Cutting List Diagram - Sheet 1 of 1' to the replacement windows being manufactured using a 4-16-4 (glass-cavity-glass) system, the replacement windows shall incorporate a 4-8-4 system as confirmed in the agent's email dated 02/06/2016 and a new section drawing shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the alterations hereby approved.

5.4 Alternative Options

- 5.4.1 Nonapplicable.

5.5 Pre-Commencement Conditions

- 5.5.1 Nonapplicable.

5.6 Conclusion

- 5.6.1 The existing window is later addition that does not contribute to the building's special architectural or historic interest. A case for a suitably designed replacement can be

supported. Although IHBC Toolbox Guidance Note GN2021/1 (see 5.3.5) states that applied glazing bars to the surface of windows or sandwiched between panes of double-glazing are generally inappropriate, each case is considered on its own merits. It is considered that replacing this window with a double-glazed window with a 16mm glazing system and applied glazing bars would not harm this listed building's special character, thus, will 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. The replacement timber window shall:

- i) Be manufactured in timber with 16mm glazing (4mm glass : 8mm cavity : 4mm glass) and 25mm wide glazing bars as per the profiles on approved Attachment 5
- ii) Incorporate flush casements;
- iii) Be externally white painted;
- iv) Have no externally visible trickle vents as noted on approved Attachment 3 and
- v) Incorporate either 'Peardrop' or 'Bulbous End' ironmongery

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: 10 June 2026	