

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/01764/LBC	Replace first floor, single-glazed, timber window on front elevation with a new timber, double-glazed window.	170 Wilbury Road Letchworth Garden City Hertfordshire SG6 4JA

Submitted Plan Nos

Location Plan LS002

1.0 Policies

HE1	Designated heritage assets
SECN20	Conserving+enhancing historic environment

2.0 Site History

2.1 There is no planning history relevant to this application.

3.0 Policies

3.1 Policy HE1 of the North Hertfordshire Local Plan 2011 – 2031 is relevant as are the policies at Section 20 of the latest version of the NPPF (August 2026).

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 & Surroundings**

- 5.1.1 Nos.162 to 176 Wilbury Road are grade II listed and are located within the Letchworth Conservation Area. No.170 forms the left-hand pairing with no.172 sharing a wide, hipped, front dormer window. These 4no. pairs of semi-detached dwellings and the area are Designated Heritage Assets for the purpose of applying the aims of the NPPF. The list entry reads as follows:

<https://historicengland.org.uk/listing/the-list/list-entry/1347289?section=official-list-entry>

5.2 Proposal

- 5.2.1 The proposal is: ***'Replace first floor, single-glazed, timber window on front elevation with a new timber, double-glazed window'***.

5.3 Key Issues

- 5.3.1 The key issue here is to consider the impact of the new window on the listed building and upon the appearance of the Letchworth Conservation Area. 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"*.

- 5.3.2 Energy performance of listed buildings is normally at the forefront of several applications for listed building consent recently and each case is considered on its own merits.

- 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. 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, it is often an irreplaceable resource that should be conserved and repaired wherever possible.

- 5.3.4 Historic England's publication entitled ***'Traditional Windows - Their Care, Repair and Upgrading'*** is currently being reviewed following the publication of Historic England Advice Note 18 entitled ***Adapting Historic Buildings for Energy and Carbon Efficiency (publication date Feb 2026 - see link):***

<https://historicengland.org.uk/images-books/publications/adapting-historic-buildings-energy-carbon-efficiency-advice-note-18/>

- 5.3.5 HEAN 18 addresses windows under the following subheadings:

- ☐ 79. Draught-proofing of windows will almost invariably be acceptable.
- ☐ 80. Installation of secondary glazing to the windows will generally be acceptable.
- ☐ 81. Installation of slim-profile or vacuum double-glazing within historic frames will generally be acceptable.
- ☐ 82. Replacement of windows which do not contribute to the architectural or historic interest of a building with double-glazed windows of appropriate material and pattern, will generally be acceptable.

There is no category for the installation of slim-profile or vacuum double-glazing within new frames where the existing windows contribute to the architectural or historic interest of a building as is the case here.

5.3.6 Para 2 of Policy HE4 of the NPPF states:

Any harm to, or loss of, the significance of a designated heritage asset (including from development within its setting) should have a clear and convincing justification in accordance with the policies in this chapter.

Whilst para 4 of Policy HE6 states (my emphasis in bold):

*Where a development proposal would harm the significance of a designated heritage asset the effect on the asset and its significance should be weighed against any public benefits resulting from the proposal. **Important public benefits can include securing the long-term reuse of a vacant or underused listed building, and enabling energy efficiency and low carbon heating measures to be employed.***

- 5.3.7 The existing window is in poor condition and has 16no. panes with the right-hand side accommodating a 4-over-4 side hung casement with central transom and the left-hand side having a 4-pane fixed lower section with a top-hung 4-pane top section with a split transom. Following a telephone conversation with the joinery firm on 18 September it is understood that a 4:6:4 double-glazed system is to be used.
- 5.3.8 The proposed replacement window would have the same pane subdivision and transom detail but would incorporate slimline glazing with a 1.5 U-value. Importantly, the window will incorporate through bars.

5.4 **Alternative Options**

5.4.1 None applicable.

5.5 **Pre-Commencement Conditions**

5.5.1 None applicable.

5.6 **Conclusion**

5.6.1 The replacement timber window will not occasion harm to the listed building's special character or to the character or appearance of the Letchworth Conservation Area. The proposal will provide a small energy efficiency and it is concluded that the proposal will satisfy the provisions of Sections 16(2) & 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the aims of Section 20 of the NPPF and the aims of Policy HE1 of the North Hertfordshire Local Plan 2011-2031, and is, therefore, **UNOBJECTIONABLE.**

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 new window shall be manufactured in timber in accordance with approved drawing no.LS002 and incorporate a 4 : 6 : 4 (glazing : cavity : glazing) double-glazing system 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  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 22 September 2026	