

Mr C McCrae
Campbell McCrae Ltd
Chapel House
5 The Stiles
Godmanchester
Huntingdon
PE29 2JF

Our Ref: 26/01769/DOC
Contact: Mark Simmons
Direct Line: 01462 474685
Email: mark.simmons@north-herts.gov.uk

Date: 6 August 2026

Dear Mr McCrae,

**Details of Condition: Details reserved by condition 4 (New Window Details) of listed building consent reference no 25/02465/LBC granted 15.01.2026.
Upton House, Baldock Street, Royston, Hertfordshire, SG8 5AY**

Please quote the following reference: 26/01769/DOC on all correspondence.

I refer to your application which was received on **6 July 2026**, and which seeks approval of works pursuant to Condition 4 (New Window Details) of Listed Building Consent ref: **25/02465/LBC** granted 15.01.2026 which reads as follows:

The existing windows referred to in Condition 3 above shall be retained and repaired unless considered beyond repair in which case section details of new window(s) shall be submitted to and approved in writing by the Local Planning Authority prior to the manufacture of any new windows. The new windows (if existing window(s) are deemed beyond repair) shall then be installed in accordance with the approved details.

I am aware that the Senior Conservation Officer emailed you on 30 July stating

"You have said that the existing windows are 2 pane casements, with a fixed pane and a side hung opening casement. If I understand your proposal correctly, the double casement is to be replaced in each case by a single, side-hung, double-glazed casement. Have I understood that correctly? Next, this type of window would not fit the size of opening to the Plant Room, and I welcome your thoughts on this."

I note your email response today (see below):

With regard to the window in the plant room I suspect however, that in time, the client may wish to replace this window for the benefit of ease of maintenance / weather-tightness. As such, this would simply be a 2-pane casement. Either one fixed and one opening or both fixed, in the same joinery style/detailing as submitted. Access into the light well for maintenance will be available from "New Office 2" and thus there is no need for this window to open.

It is noted that the existing windows referred to in Condition 3 are not proposed to be retained and repaired, therefore, details have been provided of the new windows (excluding the Plant Room window) under drawing no. 22605_203. The Senior Conservation Officer notes your email reply and drawing no. 22605_203 and considers the window detailing for new windows

to be acceptable. I confirm on behalf of the Local Planning Authority that the details submitted meet the requirements of Condition 4 and are hereby approved.

In the event that the Plant Room window is also proposed to be replaced in due course, details of the new window will also be required to be submitted.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Greaves', written in a cursive style.

Shaun Greaves
Development and Conservation Manager

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