



Design and Access Statement

Spencer Way Window Replacement Scheme
1-9 Spencer Way
Letchworth Garden City
SG6 4RS

Window Replacement Scheme

Prepared on behalf of Origin Housing
Origin Housing
St Richards House
110 Eversholt Street
London
NW1 1BS

Job No: 36658
Date: June 2025

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Prepared By:

Authorised for Issue:

 

For and on behalf of Baily Garner LLP

Jun 25, 2025 

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01	25/06/2025	Client Issue

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1.0 Introduction

1.1 General

- 1.1.1 This Design and Access Statement has been prepared by Baily Garner on behalf of Origin Housing. It accompanies the full planning application for replacement windows.
- 1.1.2 This report responds to the requirements of the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2006 (the GDPO) for planning applications (with some exceptions) to be accompanied by a Design and Access Statement.
- 1.1.3 The structure and content of the statement has been informed by DCLG Circular 01/2006 Guidance on Changes to the Development Control System (12 June 2006) and Design and Access Statements: How to Write, Read and Use Them (CABE, 2007). Together these have provided advice on what a Design and Access Statement should include.

1.2 Structure of the Statement

- 1.2.1 Based on the Circular 01/2006 and CABE advice, the following sections of the Statement comprise:
- Section 2.0 - Understanding the Context
 - Section 3.0 - Design
 - Description of Proposal, Use, Layout, Scale and Appearance
 - Section 4.0 - Access
 - Section 5.0 - Summary and Conclusion

2.0 Understanding the Context

2.1 Site Description

- 2.1.1 The property is a 3no storey (G, 1, 2) purpose built residential building which consists of 9no flats. The property has a 'T' shaped plan with pedestrian access on the South elevation.
- 2.1.2 To the south of the property there is a provision for residents parking.
- 2.1.3 The façade of the building is faced in common bricks laid in a stretcher bond with red brick banding courses. The roof has a shallow pitch and has a concrete roof tile roof covering. There are black uPVC rainwater goods and white uPVC fascias and soffits.
- 2.1.4 The property has timber framed double glazed casement windows and a timber doors on all elevations with vulux style window openings at 2nd floor. There is a single stair core which provides access to the residences which contains floor to ceiling windows timber framed windows. South and West elevations feature windows with double height glazing into the flat living rooms.
- 2.1.5 The main access is via a timber door situated on the ground floor of the south elevation. All flats are access via this entrance.
- 2.1.6 The freehold perimeter boundary is defined with hedges to South, West and North boundaries and has a timber fence to the East perimeter boundary.

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3.0 Design

3.1 Description of the Proposal

3.1.1 The proposal is for the replacement of all timber windows and external doors in the building.

3.2 Existing Use

3.2.1 The property is a purpose build residential building serving 9no flats across 3no storeys. Access is provided by one entrance.

3.2.2 The property is not listed nor located within a Conservation Area. The Building is adjacent to the Letchworth Conservation Area perimeter boundary.

3.3 Layout

3.3.1 No alterations required to the existing layout of any dwelling.

3.4 Scale

3.4.1 No change in scale is proposed and therefore this item is not considered applicable.

3.5 Appearance

3.5.1 It is proposed that the fenestration of the new windows will be as close to like-for-like replacement to match the existing style and colour of the previous windows and be in keeping with the area. The windows with openings less than 800mm from finished floor height will be fitted with limiters to act as fall prevention, any glazing element lower than 800mm will satisfy BS EN 12600 or Class C BS 6206, and the transom bar height will be reduced from 800mm to 750mm as per Approved Document K.

4.0 Precedent Decision

4.1.1 We do not believe that any part of this proposal is creating a precedent as some other properties within the Letchworth Conservation Area or local area have received permission for similar works.

4.1.2

Address	Planning Reference / ID	Proposed Development
3 Cashino Lane, Letchworth Garden City, Hertfordshire, SG6 1AY	25/00677/FPH	Two storey rear extension and alterations to existing fenestration.
8 Westholm Letchworth Garden City Hertfordshire SG6 4JB	25/00495/LDCLB	Replace 5no. timber, single-glazed windows with Pvcu, double-glazed windows. Replace front and rear doors with composite doors.

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5.0 Access

- 5.1.1 Access to the residences will be maintained through the entrance on the South elevation. The project will require scaffolding to all elevations to provide access to the fenestration.

6.0 Summary

- 6.1.1 The removal of existing timber framed double glazed windows to be replacement with new timber framed double glazed windows to match the existing timber window fenestration.