

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
24/02549/LBC	Replace 2no. existing first floor single-glazed timber windows (1no. front and 1no. rear) with timber double-glazed windows.	12 Westholm Letchworth Garden City Hertfordshire SG6 4JB

Submitted Plan Nos

Location Plan D38329-1 D38329-2 38329-Rev A - First Floor Front Main Bedroom Window - Item 1 - Internal View 38329-Rev A - First Floor Front Main Bedroom Window Sections - Item 1- Sheet 4of4 38329-Rev A - First Floor Rear Bedroom Window Frame Sections - Item 2 - Sheet 3of4 38329-Rev A - First Floor Rear Bedroom Window - Item 2 - Internal View - Sheet 2of4 38329-Rev A - First Floor Rear Bedroom Frame and Glazing Bar Sections - Item 2 - Sheet 4of4 38329-Rev A - First Floor Front Main Bedroom Window Frame Sections - Item 1 - Sheet 3of4

1.0 Policies

HE1	Designated heritage assets
SECN16	Conserve + enhance historic environment

2.0 Site History

2.1 **91/01221/1LB** - 2 and single storey rear extension
CON 21.11.1991

91/01220/1 - 2 and single storey rear extension
CP 21.11.1991

16/00354/1LB - Replacement of timber double glazed window with hardwood double glazed timber window on first floor (west elevation)
CCON 18.03.2016

18/00970/LBC - Replacement double glazed casements to front dormer window
CCON 23.05.2018

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 and site notices – No comments received.

5.0 Planning Considerations

5.1 **Site & Surroundings**

5.1.1 Nos.1 to 24 Westholm (consec) form one entry on the statutory list of buildings of special architectural or historic interest and are grade II listed. They are described as:

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 proposal is to ***‘Replace 2no. existing first floor single-glazed timber windows (1no. front and 1no. rear) with timber double-glazed windows.’***

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 the character and appearance of the Letchworth Conservation Area.
- 5.3.2 The main consideration for the proposal is whether the proposed replacements window would respect the special character of the listed building. The fact that the whole of what is known as the Birds Hill Estate is listed, the impact of this scheme on the character and appearance of the complete Estate is implicit in this consideration as is the contribution of the Estate to Letchworth Conservation Area.
- 5.3.3 Each case is treated on its own merits, and I am mindful that other examples of replacement windows on the Birds Hill Estate have demonstrated that double-glazing, particularly where there are no glazing bars, can repeat the appearance of original windows quite successfully. The proposed windows incorporate flush casements with a 4-4-4 double glazing system and 24mm ovolo profile ‘through’ glazing bars with a dryseal putty finish.
- 5.3.4 On 23 January 2025, I sent an email to the applicant stating:

The section drawings for both windows show a trickle vent detail in the head frame. Whilst I would prefer not to see any trickle vents it is considered less of an issue at the rear but I note that there is a projecting detail at the head of the existing front window (shadow line – see red arrow of first image below) which may be screening a vent in the head of the window so I have no issue with this either.

However, I am seeking clarification regarding the internal detail of the front window. Drawing no. 3OF4 Rev A appears to imply that something different is proposed to the split transom of the middle section of the window (highlighted in red box – third image below). Looking at drawing no. 4OF4 Rev A there appears to be a section of timber on the inner face of the split transom (red arrow – fourth image below). It is unclear as to what the purpose of this arrangement is other than maybe strengthening the transom.

- 5.3.5 The same day I received a response back from The Sash Window Workshop saying:

The section you highlighted is a small moulded trim added specifically to accommodate the casement stay. The casement stay pins are fixed to the top flat section of this moulding, and when the window is closed, the casement stay rests securely on this section and its pins.

Casement openers typically close against a stopper around their internal perimeter, with the casement stay fixed to the opener bottom rail and its pins secured to the stopper. However, with a floating transom, there is no stopper directly below the opening. Incorrectly fixing casement stays

to the vertical stiles of top-hung windows is sometimes attempted but compromises both safety and proper draught sealing. Casement stays are designed to be fixed to the bottom rail for proper operation, safety, and effective draught sealing.

While we can use cranked casement pins in this scenario, they can compromise the tight closing of the opener against the draught seals. I've attached an example image of a typical cranked casement stay pin, along with another showing a cranked pin overlaid on our section drawing to illustrate its position compared to the moulding.

If necessary, this moulding can be omitted and replaced with cranked casement stay pins. It is, essentially, a separate component designed specifically for the hardware rather than a fundamental part of the window's design. However, if the moulding is removed, the space would still be occupied by the casement stay and cranked pins, which would protrude slightly further than the current moulding. Removing the moulding is entirely feasible if it helps with planning approval.

5.3.6 I responded saying:

I note that the small, moulded trim would accommodate the casement stay. I note that with a floating transom, there is no stopper directly below the opening. I also note that cranked casement pins can compromise the tight closing of the opener against the draught seals. I am satisfied that this moulding does not need to be replaced with cranked casement stay pins.

5.4 **Alternative scheme**

5.4.1 Not applicable.

5.5 **Pre-Commencement Conditions**

5.5.1 Not applicable.

5.6 **Conclusion**

5.6.1 The proposed windows will maintain the listed building's special character and contribute positively to the character and quality of Westholm as a seminal estate of listed buildings and an important development within the Letchworth Conservation Area, thus, ensuring continuity of appearance with surrounding houses of original character. The replacement windows are therefore, considered to be **UNOBJECTIONABLE** and satisfy the provisions of Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and the aims of Section 16 of the NPPF and 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 condition:

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.

Signed  Anne McDonald Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 24 January 2025	