



Debbie Frost
Town Hall
Undercliff Road West
Felixstowe
Suffolk
IP11 2AG

Your ref:
Our ref: DC/21/2764/PREAPP
Date: 2 August 2021
Please ask for: Eleanor Attwood
Direct dial: 07385 407101
Email: planning@eastsuffolk.gov.uk

Pre-application planning advice

Application ref: DC/21/2764/PREAPP

Location:

Town Hall
Undercliff Road West
Felixstowe
Suffolk
IP11 2AG

Proposal:

Pre Application Advice - Replacement of 24 windows with Vertical Sliding Sash windows, being A rated with a 1.2 (U-value) W/m²k.
The brochure for the windows can be found here <https://www.ecoslide.co.uk/ECOSlide-Brochure/EcoSlide.html>. The windows are very similar in look to the original windows keeping all features that are there currently. Although the quote shows a different style (due to the limitations of the supplier's drawing equipment), the windows layout will be exactly as they are now.

Officer advice

This pre-application advice is in regard to a proposal to replace the windows at Felixstowe Town Hall.

Felixstowe Town Hall occupies a prominent position on Undercliff Road West and lies within the Sea Front Gardens and Promenade Character Area of the Felixstowe Conservation Area. The property is unlisted, but the Town Hall is identified in the Felixstowe Conservation Area Appraisal as making a positive contribution to the character and appearance of the area; therefore, it is a non-designated heritage asset. The Town Hall is described with the conservation area appraisal as the "handsome Town Hall of 1892, a Queen Anne design in red brick and terracotta, with an elaborate stone doorcase (architect George S Horton, Surveyor to the Local Board)". The building has a strong architectural character, with fine brickwork detailing and string courses and the

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distinctive design and proportions of the windows to the front façade in particular, make an important contribution to its significance.

The proposal involves the replacement of a total of 24 windows: all 15 at the front elevation, 3 on the rear elevation, 1 to the side elevation and 5 within the internal courtyard. The existing windows are the original white painted timber, vertical sliding sash windows. It is proposed to replace the windows with similar designs but in white PVC-u. It has been confirmed via email that the replacement windows would have the same distinctive glazing bar pattern as the existing.

***Is Planning Permission required?**

It is confirmed that planning permission will be required for this.

***Officer Comments:**

Given the prominence of the building and its placement within the conservation area, it was considered necessary to consult the Design and Conservation Team, the comments of the Conservation Officer are as follows:

"The first consideration regarding work to historic windows should be the scope for their repair and the retention of the maximum amount of existing historic fabric. The Historic England website provides detailed advice on the repair, alteration and replacement of historic windows including guidance on modifications to improve energy efficiency. This information can be downloaded from www.historicengland.org.uk and it is strongly recommended that the advice given in their leaflet 'Traditional Windows - Their Care, Repair and Upgrading' is considered in the first instance.

Where total replacement of any window is proposed, sufficient information will need to be provided to justify this and to demonstrate that it is beyond retention and repair. The replacement of existing traditional painted timber windows with PVC-u windows would introduce a modern, alien material which would be harmful to the significance of the building and the character and appearance of the Conservation Area and would not therefore be supported.

Any application for replacement windows will need to be supported with a Heritage Statement to satisfy the requirements of Paragraph 194 of the National Planning Policy Framework (July 2021). This should include a brief description of the significance and setting of any heritage assets affected, particularly the contribution made by the existing windows including their design, details and materials along with an assessment of the impact of the changes proposed. It is recommended that professional advice is obtained from a qualified and experienced heritage specialist to prepare this information. Drawings will also be required to illustrate the elevations of the proposed replacement windows and typical large scale vertical and horizontal sections through the windows to show the size and profile of the frames, cills, sashes, glazing bars, method of opening, position of the windows within the wall opening, ironmongery and proposed finish and colour."

Windows are features which contribute importantly to the character of historic buildings; generally, there is a presumption in favour of retaining and repairing historic windows, joinery and glazing. The windows within the Town Hall are considered to be distinctive in design and proportions, and they make a significant contribution to the character of the building. Given the

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prominence of the building, its NDHA status and its location within the Conservation area, it is considered that the replacement of the existing timber windows with PVC-u would have a harmful impact on the character and appearance of the building and on the character of the conservation area.

It has been stated via email that the condition of the windows is deteriorating, with missing putty in some places and broken sash mechanisms due to rotting wood. It is considered that there may be sufficient justification to replace the windows; if an application is submitted, sufficient information should be included to justify the replacement and demonstrate that the windows are beyond retention and repair. However, it is considered that a proposal to replace the original timber windows with PVC-u windows would not be supported. If the replacement of the windows is considered to be necessary and justified, it is recommended that you consider replacing the windows with timber windows, in the same design and proportions as the existing.

If an application is submitted, our conservation officer has outlined which details should be submitted with the application. Prior to submitting an application we would encourage you to consider that information included within our supplementary planning document, Historic Environment (2021); this can be found at the following link: <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/>.

Our Conservation Officer has also recommended that you consider the guidance provided by Historic England; this can be found at the following link: <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/>.

Planning policy

Related applications:

Reference no	Proposal	Decision	Date
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Constraints

SCC Archaeological Sites - Name: Cliff Gardens and Town Hall Gardens; Spa Gardens
Community Infrastructure Levy - Name: Community Infrastructure Levy Charging Zone Low
Suffolk Coastal Local Plan - Name: SC3_3 Settlement Boundaries
Suffolk Coastal Local Plan - Name: SC12_14 Spa Pavilion To Manor End
Conservation Area - Name: FELIXSTOWE
DC Case Points - DC Reference: C/91/1252
DC Case Points - DC Reference: C/91/1146

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DC Case Points - DC Reference: C/07/0180
DC Case Polygons - DC Reference: DC/16/1591/DRC
DC Case Polygons - DC Reference: C/07/0331
DC Case Polygons - DC Reference: DC/16/4383/AME
DC Case Polygons - DC Reference: C/04/1218
DC Case Polygons - DC Reference: DC/15/3589/FUL
DC Case Polygons - DC Reference: C/08/0382
EA - Ground Water Flood Data - Flood Type: Superficial Deposits Flooding
Recreational Disturbance Avoidance - Name: Recreational Disturbance Avoidance And Mitigation Strategy

As with all pre-application advice, the Council is not bound with regard to its final decision on any future application. Please note – this pre-application advice is given on the basis of National and Local Planning Policies applicable on the date the advice is given.

Additional Planning and Building Control information can be found online at www.planningportal.gov.uk. If a planning application is needed online applications can be submitted at the same address.

Case Officer: Eleanor Attwood, Assistant Planner (Development Management), 07385 407101

Authorising Officer: Michaelle Coupe, Senior Planner (Development Management)



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