

DESIGN  
PRINCIPLES



# Heritage Character Area

in Letchworth Garden City

Letchworth  
Garden City  
Heritage Foundation

# Introduction

## The world's first Garden City

### LETCHWORTH IS SPECIAL...

It is the world's first Garden City, advocated by Ebenezer Howard as a solution to the poverty and squalor of England's cities and towns in the late 1800's. Garden Cities set out to achieve the perfect balance of town and country.

The approach of Howard's company to the ownership of land was special too: First Garden City Ltd insisted on retaining freehold ownership of its Estate. It did so in order to control developments on its land and create the necessary financial resources to fund future investment for the benefit of the town.

Later, the Leasehold Reform Act 1967 gave individual leaseholders the right to buy the freehold from the landlord. Many have taken up this option.

In Letchworth Garden City, most lessees buying their freeholds are required to sign up to a Scheme of Management. Under this Scheme, permission is normally required before making external changes to Garden City homes.

This Scheme of Management has helped preserve the character of Letchworth by protecting the key features of individual houses and their setting.

There are many other examples of such schemes across the country. In the South East these include, Hampstead Garden Suburb, the Dulwich and Grosvenor Estates, all introduced under LRA legislation.

### Making changes to your home

As freeholders of the Garden City Estate we operate a Scheme of Management.

We are committed to working with residents to preserve the appearance and character of Letchworth Garden City.

If you wish to make external changes to your Garden City home you need to apply for our consent. This requirement is separate from the permission required from the local authority under planning and listed building legislation and the building regulations. Works undertaken without our approval could lead to action being instigated, difficulty in selling your home or even legal action to remove the unauthorised works.

In addition, many residents living in leasehold properties have covenants under which they are also required to obtain our consent for external work to their property.

We use these Design Principles to help you and your representatives to understand

the type of alterations that are likely to be acceptable. Applicants are also invited to provide a Design Statement in support of their application.

When considering proposals for alterations we would support applications that reintroduce original designs and detailing that have been lost over time.

### PLEASE REMEMBER...

An approval under the Scheme of Management confirms that the proposals comply with the Foundation's requirements on design and aesthetics and is not:

- A planning permission;
- Listed Building consent;
- A permission to build.

Also:

- Building Regulations approval, Party Wall Agreement and/or neighbours consent may be required
- The Heritage Foundation cannot mediate, assist or pronounce on neighbour disputes.

### WE'RE HERE TO HELP - FREE OF CHARGE

Contemplating development? Call us now on 01462 476017

You are advised to utilise our professional advice when formulating your proposals.

#### Pre-application advice

We have a dedicated team, on hand to support you through every step of the proposed development review process; in fact we would be happy to help from the very start. The earlier you come to talk to us, the more guidance we can provide.

Whether your plans exist in your head or are hand drawn, we can discuss your ideas and help you develop a scheme that meets your needs, is sympathetic to your home and compliant with the Design Principles. We're happy to hold a meeting with you and your architect/agent for preliminary discussions on your proposals.

# The 'Character Areas'

As Letchworth Garden City was developed over a number of years, there is a clear difference in the style and character in parts of the town. This resulted in the introduction in 2009 of defined Character Areas, which have been revised in this document.



## HERITAGE CHARACTER AREA

## MODERN CHARACTER AREA

Following a review, the original three Character Areas have now been reduced to two; the Heritage Character Area and the Modern Character Area.

There is a set of Design Principles for each character area. These have been developed taking into account the style and characteristics of specific homes and streets, rather than simply the age of the buildings.

Each area has been defined through a detailed examination of characteristics relevant to individual homes and streets, including the date of the property, house style, detail and materials, road layout, parking, house orientation, the building line, trees and verges, front gardens, boundaries and density.

In addition, the design of some homes will differ from their Character Area. For example where individual modern properties have been built within the Heritage Character Area, or where an older home lies within the Modern Character Area.

In all cases each home will be considered on its own merits, although the impact of alterations on the surrounding context as well as an individual property will be addressed.

To find out the Character Area your home is within, you can use an online search at [www.letchworth.com/designprinciples](http://www.letchworth.com/designprinciples) or call us on 01462 476017.



# Homes of Special Interest

Letchworth Garden City has many beautiful homes of historic or architectural merit. We recently embarked on a major study to identify these Homes of Special Interest in order that we can work with you to preserve them for the future.

This study identified over 1,700 Homes of Special Interest based on their current attributes such as:

- Exceptional design.
- Historic value - for example a competition or exhibition cottage and homes designed by important architects.
- A Heritage Character Area home that retains many original features.
- Properties located in areas which reflect the town and country ethos of the Garden City.

These Homes of Special Interest, in many cases have individual design features, making it difficult to apply general Design Principles. Furthermore, the importance of these homes warrants special attention when it comes to considering and implementing exterior alterations. Throughout these Design Principles you will notice many notes highlighting where Homes of Special Interest may be subject to different criteria.

A full list of these homes can be found on pages 38-43. If your property is included we strongly recommend you to seek advice from the Heritage Advisory Team prior to planning your external work.

We will work with you and your architects and contractors to ensure we reach a solution that is sympathetic to your unique home, whilst seeking to meet your requirements. Contacting us early may help save you time and money.



# The Design Principles

The Design Principles outlined in this publication relate to homes in the Heritage Character Area.

The Heritage Character Area includes the oldest and most historically important homes in the town; particularly (but not exclusively) those built between 1903 and 1930, which played a pivotal role in defining the early character of the Garden City.

The area includes the very first homes to be built following the creation of Letchworth Garden City in 1903, plus all those constructed as part of the 1905 and 1907 cottage exhibitions.

Homes in the Heritage Area vary greatly in design; but are united through the high quality of materials, workmanship and architectural features with strong influence from the Arts and Crafts Movement.

Careful consideration of any application within this area will be necessary to ensure important characteristics are protected and the quality of the setting preserved.

Directly linked to the Garden City ethos of 'the best of town and country', many Heritage Area houses were set back from the road, with spacious front gardens. The green character continues across the street scene, hedged frontages, broad grass verges and numerous trees.

These homes are of significant historical importance, and as such, protected.

## Using the Design Principles

The Design Principles have been developed to help you plan and implement any external alterations to your home, large or small.

Split into distinct sections, the Principles address a wide range of building changes, from extensions to windows, doors and hardstandings.

If you are contemplating making changes, it is important that you review all the relevant Design Principles, bearing in mind an extension may also need to consider the Principles for other features such as windows and doors.

The Design Principles generally indicate what will and will not be acceptable. However each case will be considered on its own merits assessing the impact of your proposals on the character and quality of the subject property and its context. You are also invited to submit a Design Statement in support of applications, setting out the design rationale for the proposal.

## PLEASE BE AWARE...

The purpose of the Design Principles is to provide assistance for applicants and their agents as to what may or may not be reasonably acceptable in certain circumstances. However, in view of the breadth of styles of property and street scene in the Garden City Estate, each case will be carefully considered on the specific circumstances of the property and its context. In all cases a high quality and considered design will be sought.

Reference should be made to Appendix A to check if your property is on the list of Homes of Special Interest. If this is the case, more detailed consideration will be necessary and enhanced principles may be applied, in order to protect its special quality. In such cases, you are strongly advised to contact the Heritage Advisory Team before formulating your proposals, to assist you in preparing an acceptable scheme.

A glossary is provided on pages 44 to 46 explaining the building terms in this document.

# Contents

Rear extensions	8
Side extensions	10
Front extensions	11
Porches to main entrances	13
New or extended garages	14
Garage conversions	15
Loft conversions, dormer windows, roof lights and sun tunnels	16
Windows	17
External Doors	19
External wall insulation	20
Roofs, new roofs, alterations, re-tiling and repairs	21
Balconies	22
Chimneys and flues	23
Guttering, pipes and hopper heads	24
Alterations to external walls	25
Hardstandings	26
Trees	28
Sheds and detached outbuildings	29
Hedges, fencing and gates	30
Vehicular gates	31
Satellite dishes	32
Photovoltaic cells and solar hot water panels	33
Wind turbines	34
Rainwater harvesting and grey water recycling	35
Plot Splits	35
Hartington Place	36
Homes of Special Interest	38
Glossary	44
Contemplating changes?	47

# Design Principles for the Heritage Character Area of Letchworth Garden City



# Rear extensions

Early Heritage Character Area homes were generally designed in the Arts and Craft style, one of Britain's most significant architectural styles. Most prominent in buildings from 1903 up to the 1920s, it still had influence on designs until the 1930s.

The homes ranged in size from large detached to semi-detached houses and modest small cottages. They all shared a common concept of detailed and varied design, standing in well proportioned gardens, with large gaps between buildings to provide a feeling of openness and views to the green gardens behind.

Later Heritage Character Area homes, from the 1920s to the late 1940s, were more varied in style, but still adhered to the concept of the earlier period.

- Rear extensions should complement the character of the original house, utilising matching materials and detailing, and have balanced proportions and scale.
- Roof pitches can have a substantial impact on the appearance of a building; therefore proposed roof pitches shall be consistent with the original roof design of the house.
- Extensions that protrude past the side/gable wall of the original house are subject to the requirements for side extensions. (See Side Extensions on page 10)
- The area and volume of the proposed extension shall be subservient and in proportion to the existing house and plot.
- Design shall respond to and harmonise with the individual qualities of the host building and its setting. Therefore, in all cases high quality design will be encouraged, while obviously poor design will be rejected and alternative solutions sought.
- An appropriate rear garden should be provided to ensure that an adequate private amenity provision is retained and to prevent a cramped or over-developed appearance.
- The relationship between rear extensions on adjoining properties can create a poor

appearance, in particular by reason of unsightly gaps. There can also be issues of maintenance when gaps between rear extensions are too small. In order to avoid this situation, rear extensions which adjoin a side boundary should either abut that boundary or be designed in order that a 0.6m gap can be provided between the flank wall of the extension and the neighbouring building, extension or future extension. This will normally mean that in cases where extensions do not abut the boundary, a gap of 0.3m to the boundary will be sought for each extension.

This requirement does not override responsibilities under other legislation such as the Party Wall Act.

## Detached Dwellings

- Ground floor and 2 storey extensions up to a depth of 5 metres from the original main rear building line of the house may be acceptable. When 2 storey extensions have a harmful impact on neighbouring properties, a reduction in depth and/or width may be required.
- Extensions to houses on very large plots may exceed 5 metres from the original main rear building line, if it can be demonstrated that there is negligible effect on the neighbouring property and is not detrimental to the character of the dwelling or its setting.
- Extensions that are the full width of the existing house may be acceptable, but this will depend on the proportions in relation to the house, the detailing and design

# Rear extensions continued

## Semi-Detached Dwellings

- Ground floor extensions up to a depth of 5 metres from the original main rear building line of the house may be acceptable.
- Due to the likely impact on the neighbouring property, 2 storey extensions should not normally exceed 3.6 metres from the original main rear building line. When 2 storey extensions have a harmful impact on neighbouring properties a reduction in depth and/or width may be required.
- Ground floor extensions for the full width of the building may be acceptable.

## Terraced Dwellings

- Ground floor extensions up to a depth of 3.6 metres from the original main rear building line of the house may be acceptable. A deeper extension will only be considered when it is demonstrated that it will not have an unacceptable impact on neighbouring occupiers, the remaining garden depth and the

appearance of the existing property and its context.

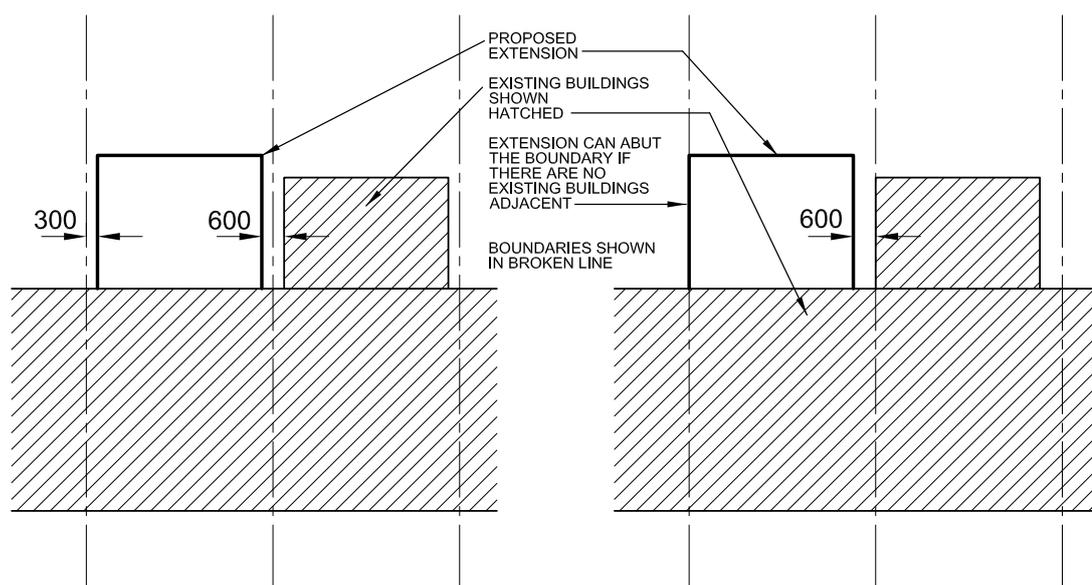
- Due to the likely impact on the neighbouring property, 2 storey extensions are not normally acceptable.
- Ground floor extensions for the full width of the building are not usually acceptable

## Conservatories

- Should be relatively modest in proportions and in all cases not exceed the Design Principles for extensions.
- Glazing widths should be relative to the existing window casement module. Designs using overly wide glazing modules will usually not be considered appropriate.
- Designs that create secret gutters between the conservatory roof slope and the existing house wall are normally not acceptable.
- Timber materials will be encouraged, although uPVC may be acceptable when this will not damage the character and appearance of the house and its context.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.



MINIMUM DISTANCES OF REAR EXTENSIONS FROM EXISTING BUILDINGS AND BOUNDARIES

# Side extensions

The streets of the Heritage Character Area have a balanced rhythm along the street scene.

The spacing between individual houses or terraces and the views to the green gardens behind them, reinforced the connection between town and country. The challenge today is to maintain the distance between neighbouring homes to help retain this rhythm and the open feel.

The width of side extensions can have a great impact on the original character of the home and the street scene – particularly the vistas between these homes.

- It is preferable for extensions to be on the rear of the property as these normally have a reduced impact. Therefore rear additions should be explored in the first instance.
- Side extensions should be consistent with the character of the original house, utilising the detailing and matching materials, respecting the proportions and scale of the existing property.
- Roof pitches can have a substantial impact on the appearance of a building and the street scene. Therefore, all proposed roof pitches and the design of the roof and roof line should be consistent with the original roof design of the house, unless it can be demonstrated that the extension does not damage the character and quality of the existing property and its context.
- Design shall respond to and harmonise with the individual qualities of the host building and its setting. Therefore, in all cases high quality design will be encouraged, while obviously poor design will be rejected and alternative solutions sought.

## All Dwellings

- The area and volume of the proposed extension shall be subservient to and in proportion with the existing house and plot.

- Ground floor extensions shall retain a minimum of a 1 metre gap to the boundary.
- To maintain the open feel and space around detached and semi-detached dwellings, the side walls of proposed 2 storey and first floor side extensions shall be a minimum of 2 metres from the side boundary.
- First floor extensions smaller than the footprint of the ground floor can create a poorly proportioned and unbalanced building and generally will not be supported, unless it can be demonstrated that it would not be detrimental to the character of the existing property and its context.
- The design of 2 storey extensions shall be sympathetic to the original property and its context.

## Semi-Detached Dwellings

- Side extensions should retain the identity of the original property and be visually subservient. This is normally achieved by having lower roof lines and being significantly set back from the front building line.

## End of Terrace Dwellings

- Side extensions will not normally be permitted unless it can be demonstrated that it will not damage the group value of the existing terrace and its overall context.

## Bungalows

- Ground floor extensions will only be accepted when they are of modest proportions and sympathetic to the appearance of the existing dwelling and its setting.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

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# Front extensions

The façades of Heritage Character Area buildings include the Arts and Crafts style and the innovative housing types developed for the two Cottage Exhibitions.

The quality of the original design of these houses contributes to a special Letchworth Garden City street scene.

Adding elements, including extensions, to these façades can have an impact on this attractive street scene, particularly on terraced and semi-detached houses. These proposals will therefore be carefully considered as they can detract from the architectural value of the original and alter the relationship within a group of houses by:

- Creating an unsightly or unduly prominent form of development;
- Disrupting the uniformity of the front building line;
- Disrupting the coherence of a group of semi-detached or terraced houses;
- Diluting the 'group value' of a run or cluster of houses.

This is particularly the case with first floor extensions, which can have a serious impact on the original character of the house and the street scene.

## Front extensions are discouraged

It is preferable for extensions to be on the rear of the property as these normally have a reduced impact on the character of the property and its context; therefore rear additions should be explored in the first instance.

Proposals for front additions will not be supported unless it can be demonstrated that they will not cause harm to the appearance of the existing property or its group. In the rare circumstance that this type of extension is permitted, the following principles will apply:

- Front extensions should be consistent with the character of the original house, utilising the detailing and matching materials, and have balanced proportions and scale;
- Roof pitches can have a substantial impact on the appearance of a building and the street scene. Therefore, all proposed roof pitches and design of the roof and roof line should be consistent with the original roof design of the house.

Design shall respond to and harmonise with the individual qualities of the host building and its setting. Therefore, in all cases high quality design will be encouraged, while obviously poor design will be rejected and alternative solutions sought.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Front extensions continued

## All Dwellings

- The area and volume of the proposed extension shall be subservient to and in proportion with the host building, plot and street scene.
- The design of front extensions shall relate well with the original and neighbouring houses and their context.
- Front extensions will not normally be acceptable if the existing frontage is less than 6 metres deep.
- Extensions should respect the balance and symmetry of a pair or group of houses.

## Semi-Detached Dwellings

Extensions that upset the balance or symmetry of a pair or group of houses are unlikely to be acceptable.

## Terraced Dwellings

Front extensions will not normally be permitted unless it can be demonstrated that they will not damage the group value of the existing terrace and its overall context.

## Bungalows

Front extensions will be accepted only when they are of modest proportions and sympathetic to the appearance of the existing property and its context.

# Porches to Main Entrances

A porch is a small extension immediately adjoining the main, usually front, entrance door, solely to protect visitors from inclement weather. Should a design proposal include any other accommodation, such as a cloakroom or wc, reference should be made to the section on Front Extensions.

Adding elements to the front of Heritage Character Area homes can have an impact on the existing property and its context, particularly on terraced and semi-detached houses. These can detract from the architectural value of the original and alter the relationship within a group of houses by:

- Creating an unsightly or unduly prominent form of development;
- Disrupting the uniformity of the front building line;
- Disrupting the coherence of a group of semi-detached or terraced houses;
- Diluting the 'group value' of a run or cluster of houses.

Porches should be consistent with the character of the original house and street scene, using matching materials, and have balanced proportions and scale.

Roof pitches should be consistent with the original roof design of the house.

Design shall respond to and harmonise with the individual qualities of the host building and its setting. Therefore, in all cases high quality design will be encouraged, while obviously poor design will be rejected and alternative solutions sought.

## Proposed Porches on the Front Elevation:

- Front porches are acceptable when they are an established feature in the surrounding area and do not break up the symmetry of, or unbalance a group of properties.

- They should not normally extend more than 1.2 metres from the original front main building line. (See Glossary on page 44)
- In some instances, such as on large houses with frontages over 6 metres deep, a deeper porch may be acceptable, where it is demonstrated that this will not harm the character of the existing property or in the case of terraced and semi-detached houses, the group of properties and their context.

## Proposed Porches on Other Elevations:

- These may be more acceptable if they do not create an alien feature or have a damaging impact on the character and quality of the existing property and its context.
- The relationship to the side boundary should be considered and an enclosed porch should normally maintain a gap of at least 1 metre unless it can be demonstrated that the proposal will not lead to a cramped form of development or a 'terraced' impression.

NOTE: Reference should also be made to the sections for front, side and rear extensions.

## Existing Porches:

- Removal of original features such as open porches, canopies or tiled hoods can damage the original character of the property and will not normally be supported.
- The closing up of recessed 'loggia' type porches is usually inappropriate and will not be permitted unless it can be demonstrated that the entrance is not a prominent feature of the original design.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# New or extended garages

Original designs for homes in Letchworth Garden City rarely included garages.

As car ownership has grown, there is a challenge in accommodating this feature while preserving the valuable asset of green street scenes, including front gardens, hedges and trees.

- New garages should be consistent with the original style of the house, including windows and doors.
- New garages located behind the front building line of the existing house are strongly preferred and in most cases assist in maintaining the green and 'open feel' of the frontages.
- In cases where the garage is to the front or adjacent to the property, a 1 metre gap shall be retained to the side boundaries (see Diagram).

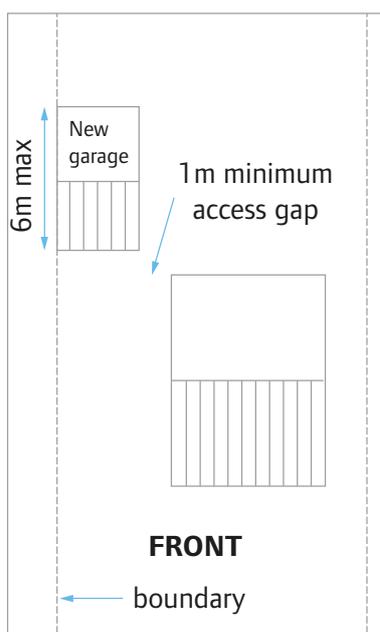
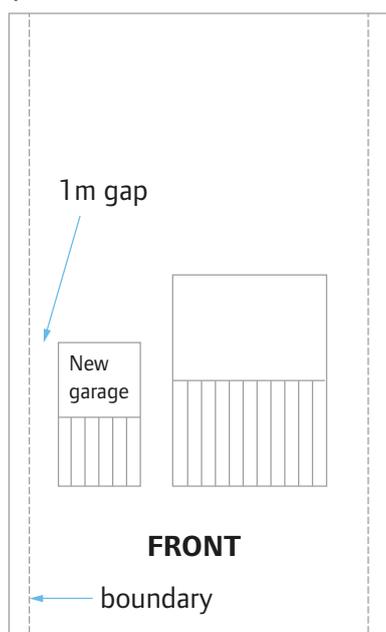
If the garage is proposed to the rear of the existing house, it may be sited directly abutting the boundary (see Diagram) provided that:

- a 1 metre minimum wide access gap to the rear garden is provided;

- the roof or gutters do not overhang the boundary;
- it does not normally exceed 6 metres in length;
- it will not have a significant impact on neighbouring properties including garden areas;
- it is restricted to single storey;
- will not be visually prominent from the public place.
- Proposals to link a detached garage to the main house will not normally be acceptable, unless it can be demonstrated that it will not diminish the views to the rear gardens or detract from the original design of the property or its context.
- A detached garage, along with any other outbuildings, should not take up an excessive amount of the rear garden .

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.



# Garage conversions

Homes in the Heritage Character Area are characterised by good detailing and well-balanced façades.

Turning a garage into a habitable room can have an impact on the style and appearance of individual houses. In general, garage parking should be retained, but it is recognised that this may not always be possible. This is particularly the case when older garages are unusable due to internal measurements that are below the current standard for modern cars, which is generally understood to be 2.4m x 4.8m.

When there is sufficient justification to support the conversion, normally it should be ensured that:

- the property's frontage has capacity to provide at least two car parking spaces (standard size 2.4m x 4.8m) and;
- the provision of parking spaces complies with the requirements for hardstandings on page 26.

The design criteria in these circumstances are:

- Retention of the garage doors or provision of fixed replicas, will normally be required particularly if the garage is an integral part of the original design of the house, group of houses or the street scene.
- New openings to provide light and ventilation to the converted garages should comply with the requirements for windows on page 17.
- Proposals to link a detached garage to the main house will be supported only if it does not diminish the views to the rear gardens or detract from the original design of the property.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Loft conversions, dormer windows, roof lights and sun tunnels

A loft conversion can create additional cost-effective living space.

This element will need careful consideration, as the addition of dormers, roof lights and roof alterations can have an impact on neighbours and the original character of the house.

A loft conversion is generally acceptable provided it does not alter the original roof design and ridge height. Roof lights can improve natural light and ventilation. However, any dormers and/or roof lights can have a significant visual impact and will be carefully considered.

Dormers and roof lights in most cases shall be to the rear, but might be permitted on the front elevation if they are an existing characteristic of the original dwelling and street scene and conform to the following requirements:

- An unacceptable proliferation of dormer windows and/or roof lights should be avoided;
- Design of dormers should be consistent with the style and appearance of the house and its context;
- Dormers should be modest in size in relation to the area and slope of the roof and their scale should not dominate or upset the balance of any building elevations or the street scene;
- Materials for dormer windows should preferably match the original materials of the house. However, different materials might be acceptable if in keeping with the style and age of the property;

- Roof lights should normally be low profile, recessed, 'conservation' type with black finish. Windows serving sun tunnels should also comply with this criteria.
- Small openings for roof lights that do not negatively affect the overall composition of the building will normally be acceptable;
- Sun tunnels on the front of buildings, which are visible, will not normally be accepted;
- Loft conversions in bungalows should normally be designed with all windows to the rear, as the street scene will be particularly sensitive to roofscape alterations;
- 'Lantern' type roof lights in flat roofs should be a modest size, proportionate to the roof area.
- New dormers that would detract from the original design on front elevations of Exhibition Cottages and Homes of Special Interest are not acceptable. New dormers on the front of existing bungalows should be avoided.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Windows

Windows contribute significantly to the historic identity and value of the house. They are also an important factor in the appearance of groups of houses and the street scene.

Repair of original windows is generally preferable, which can be assisted by the introduction of secondary glazing. Restoration with materials matching the original design can help enhance the character of homes, particularly Homes of Special Interest.

The size, location and materials of windows on the façade of a house strongly influence the overall composition and character of a home. Changes can completely alter the character, particularly if the house is one of a group.

The group value of buildings can be strengthened through a similarity in window type and colour, symmetry in the positioning of windows and adherence to the original proportions and design.

Careful planning of any changes is essential to ensure the integrity of the home and street scene, in which it sits.

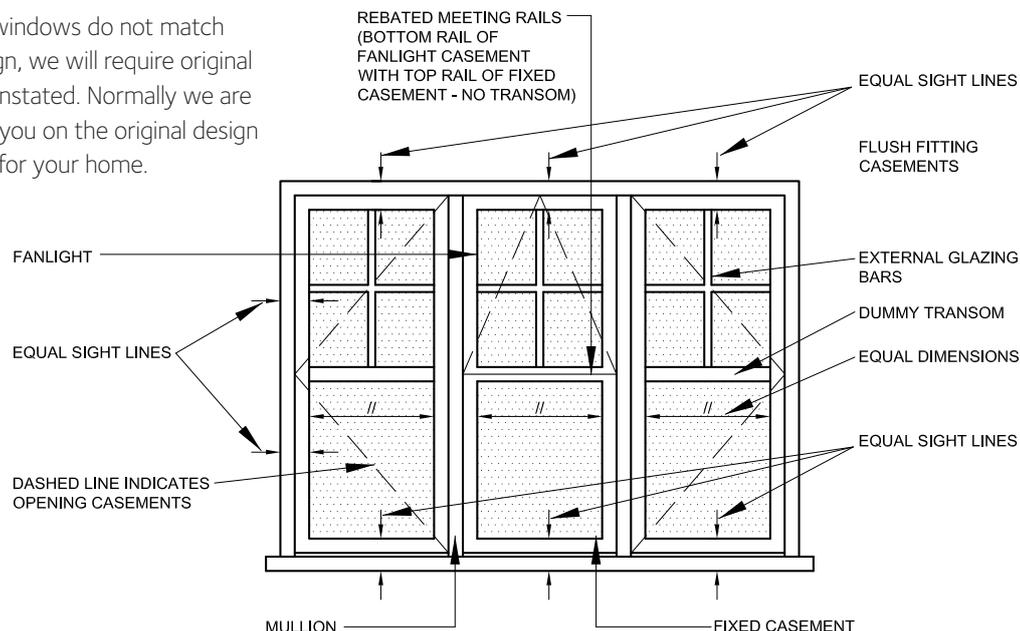
- Matching new and replacement windows with the appearance, style and design of the original windows in the property is crucial to the integrity of the house. (See Diagram)
- Where existing windows do not match the original design, we will require original designs to be reinstated. Normally we are happy to advise you on the original design of the windows for your home.

Materials matching the original window (eg. timber) are strongly encouraged. However:

- Aluminium frames may be acceptable where the original windows were steel, if the sections of the window components are very similar to the original design.
- Windows in uPVC or other materials may be acceptable, only if it can be shown that the new windows match the originals in style, design, component sections and proportions.
- A mix of materials in a single elevation will not be supported.
- Windows in Homes of Special Interest should be in materials to match the originals unless it can be shown that all of the detailing and proportions of the original windows (as shown in Diagram, plus other specific detailing such as protruding mullions or transoms etc) can be suitably replicated using another material and that all the windows in an elevation are proposed to be replaced.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.



# Windows continued

- External integral glazing bars or external leading will be required where those were the original features of the property. (See Diagram)
- Equal sight lines are an essential feature of window design in Heritage Character Area houses. (See Diagram)
- New window openings are only acceptable on the front elevation where it is demonstrated that this will not have a damaging impact on the existing property or its context.
- Positioning, type and size of new window openings should be consistent with the original design of the property and style of the original windows.
- The colour of all window frames and casements should match the originals, or if the original colour cannot be identified, should relate to the original character of the existing house and its surroundings.
- Particular emphasis will be placed on front elevations and elevations visible from a public location.
- Alternative materials may be more acceptable in elevations that are not visible from public locations.
- In order to achieve a consistent appearance, new French windows (doors) shall have a casement width that is in keeping with the original windows: overly wide casement widths are not acceptable.
- Bi-fold doors will be supported where they reflect the casement module of the original windows.
- It is normally acceptable for French windows and bi-fold doors to be open glazed.



EQUAL SIGHT LINES



UNEQUAL SIGHT LINES

# External Doors

Many homes in the Heritage Character Area have a century long history and the diversity of the buildings contributes significantly to the historical identity and value of the entire town.

The high quality of craftsmanship and materials used in this period is apparent in the detailing of buildings; the wide variety of doors is an important example of this. The consistently high quality of design, revealed in a range of timber door types, contributes greatly to the overall street scene.

Repairing an existing door or replacing it with one of a matching design and materials helps preserve the special nature of the architecture of the Heritage Character Area of Letchworth Garden City.

- New and replacement doors should normally match the design of the original doors. If the original design cannot be identified, then it shall be in keeping with the style of the property and the street scene.
- The positioning and orientation of door openings should relate to the original design.
- Door features should normally adhere to the original design (eg canopies, hoods, lintels, glazing, double leaf etc).
- Doors in uPVC will not be acceptable, unless it can be demonstrated that the proportions and appearance will match those of the original door.
- Composite doors may be acceptable, where the design and appearance matches the original door.
- All external doors in houses included in the list of Homes of Special Interest should be in materials to match the original door; which is usually timber.
- Stained or coloured glass may be acceptable if in keeping with the style and character of the original house design. Modern, contemporary designs or motifs are not suitable.
- Mock glazing bars sandwiched between the double glazing panes, are not acceptable.
- External doors should be painted in a single colour or stained to match the character of the original house.
- Particular emphasis will be placed on front elevations and elevations visible from the public place.
- Alternative materials may be more acceptable in elevations that are not visible from public locations.
- In order to achieve a consistent appearance, new French windows (doors) shall have a casement width that is in-keeping with the original windows; overly wide casement widths are not usually acceptable.
- Bi-fold doors will only be acceptable where they reflect the casement modules of the original windows.
- It is normally acceptable for French windows and bi-fold doors to be open glazed.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# External wall insulation

Many Heritage Character Area homes do not have cavity walls. Insulation can sometimes be applied to the internal or external faces of the external walls of the house, to reduce heat loss and make homes more efficient.

External wall cladding can also have a negative impact on the appearance and character of a historic building.

Heritage Character Area homes are often characterised by detailing, for example string courses, window head and cill detailing, cornicing and decorative plaques. Applying wall insulation externally can cover up these important features or alter reveals and the relationship of the roof with the house. Therefore, present systems are normally damaging to the character of the property and its context.

Even the appearance of a relatively plain house can be affected by deeper window and door reveals. Present external wall cladding systems are approximately 50mm thick. When applied to a single house in a pair of semi-detached, a terrace or a group, the effect can be detrimental to the appearance and cohesion of the group.

Therefore, external cladding of Heritage Character Area homes will only be supported when:

- the detailing and features of the property, including the brick and render finish, string courses, window and door reveals, are maintained or carefully recreated;
- the house is detached;
- all of the properties in a pair of semi-detached, terrace or group, collectively and simultaneously implement the works.
- External cladding is not acceptable on Homes of Special Interest.

# Roofs, new roofs, alterations, re-tiling and repairs

Many of the roofs of Heritage Character Area houses are of exceptional quality, displaying good workmanship and a rich variety of techniques which continue to enhance the quality of the local built environment.

- The use of tiles to match the original tiles (colour, dimensions, material, texture) is important for coherence in neighbourhoods and protect the integrity of each property.
  - Reclaimed materials are encouraged if they relate to the original style of the host building.
  - In the case of properties listed as Homes of Special Interest, all bargeboards, fascias and boarding should be in timber and decorated in a colour to match the original. Replacement with uPVC or similar is not normally acceptable.
  - Changes to the style and height of a roof will not be acceptable.
- Original roof details should normally be retained, for example:
    - gables with tiled under cloak;
    - wooden bargeboards;
    - open eaves where feet of the rafters are visible and support guttering brackets;
    - short rafters fixed near the bottom of the roof (sprockets), softening the angle;
    - well bedded bonnet tiles on hipped roofs (rather than bulky half round ridge tiles);
    - valley junctions utilising valley tiles (rather than constructing a valley gutter).

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Balconies

Many of the original homes in Letchworth Garden City were small unassuming cottages, modest in design.

In general, balconies were not widely used as a building feature, although there are some interesting exceptions.

Therefore, balconies will usually only be accepted where this feature is found on the property or within its context and it will not damage the character and quality of the existing building or its setting.

- In such circumstances, the proposals should:
  - consider the size and design of the existing house;
  - be consistent, in detail and proportions, with the character of the host building;
  - not lead to a loss of privacy to neighbouring occupiers.

Unless an existing feature of the property, balconies should be located at the rear and should not be visually prominent.

# Chimneys and flues

In the Heritage Character Area, the use of chimneys in establishing balance on façades of houses, cottages and other buildings was widespread. Chimneys are and should remain common features, that enhance and bring vertical relief to the Letchworth Garden City roofscape.

- Other than in exceptional circumstances, existing chimneys stacks or pots should not be removed.
  - Shortening of the stacks should be avoided.
  - New chimneys may be acceptable if the proposed design, detailing, style and position is appropriate to the original house design and the street scene.
  - Replacement or refurbished chimneys should retain original details and features.
  - New or replacement pots or flue terminals should be of a design that complements the style of the existing house and will not be unduly prominent within its context.
- A metal flue may be acceptable if:
    - it is not on the front or prominent side elevations;
    - it is not visible from the front;
    - it is 1 metre high maximum;
    - it is finished in black or housed by a new chimney of an appropriate design and location.

You are advised to contact the Building Control Department at North Herts District Council to ensure that the new flue and chimney will not be harmful to you or your neighbours.

# Guttering, pipes and hopper heads

The simple, functional and unadorned façades of early Letchworth buildings are significant for the character of the street scene of the Garden City.

- Guttering, soil and vent pipes and downpipes in contrasting colours to the body of the house were often an integral part of the original design. The retention of this characteristic is important to the integrity and value of individual properties, groups of houses and neighbourhoods.
- Careful positioning of replacement guttering, soil, vent and downpipes and the use of the original colour, can help to minimise the impact on the street scene.
- Unless replacing existing, new soil and downpipes to the front elevations should normally be avoided.
- Original hopper heads should be retained where possible.
- Replacement cast iron guttering and downpipes will usually be required, although UPVC cast iron replicas may also be acceptable.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Alterations to external walls

A small range of good quality building materials were promoted by the original developers of Letchworth. The innovative use of materials was also a particular element of the Exhibition Cottages.

These materials have become a distinctive trait of the Garden City and are one of the factors that create cohesion and character in neighbourhoods and buildings. Groups of buildings that were designed and built together, are particularly vulnerable to changes of colour on façades – disrupting the sense of unity.

Many homes were originally finished with unpainted rendering and continue to create unity in groups of houses and in the street scene. The retention of these homes in their original state is an important part of retaining the quality of the street scene.

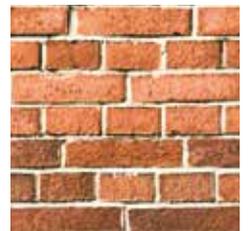
The painting of unpainted properties can have long-term implications and is not encouraged and will only be supported if:

- it can be demonstrated that this would have a beneficial impact on the street scene;
- there are exceptional local circumstances.
- it will not damage the character of the property or its context.

- Exposed brickwork should not usually be painted.
- Artificial cladding of properties is subject to separate guidance (See External Wall Insulation on page 20).
- Bricks, joints and mortar of new brickwork should match the original brickwork as closely as possible.
- Painted render should normally be repainted in the original colour. If the original colour cannot be identified, a neutral colour should be used that maintains cohesion within groups of buildings, street scenes and neighbourhoods.



**Painted roughcast**



**Exposed brickwork**



**Pebble dash**

# Hardstandings

The design of the early Garden City recognised that the needs of people sometimes compromise the qualities of the environment.

The pronounced natural green and leafy assets of Letchworth Garden City rely on mature street trees, green verges and in particular green front gardens. However, with modern living has come the need for car parking – a requirement never envisaged by the original designers. The tension between maintaining that green environment while accommodating car ownership is very real.

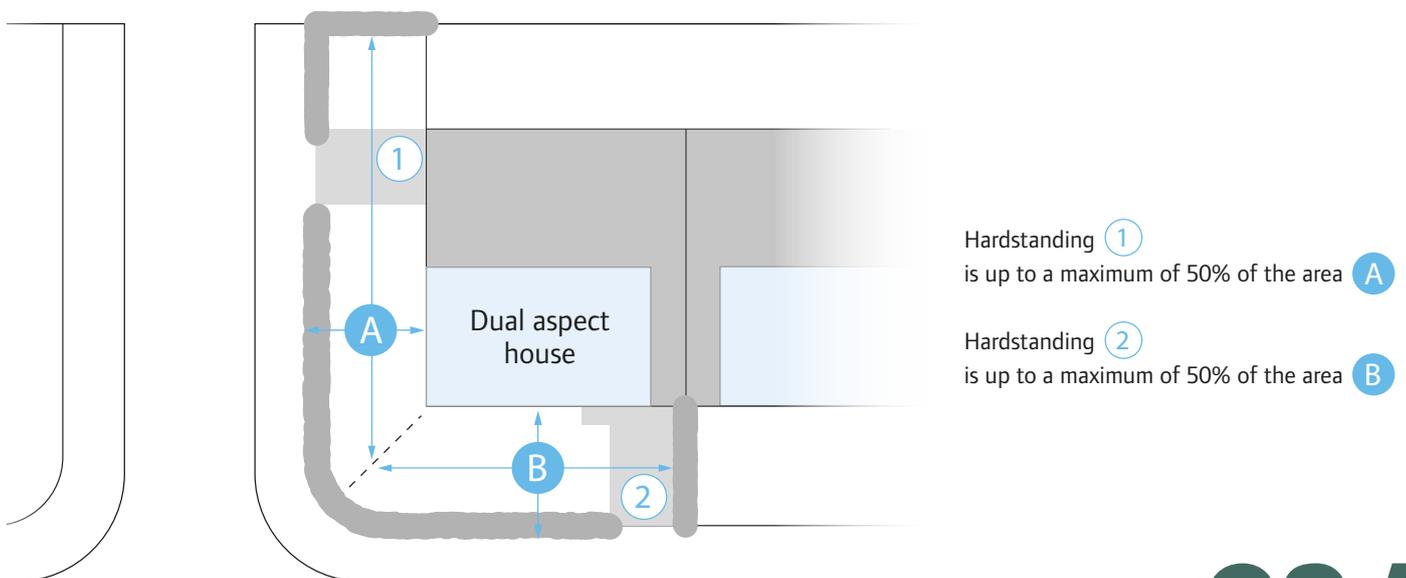
The retention of a minimum of 50% soft planted landscaping in front gardens helps to maintain the green character of the Garden City and allows for natural water absorption through the soil.

Good design is crucial when planning hardstandings. There are many innovative and creative solutions that achieve the 50% of the frontage as green rule.

- Artificial grass is not acceptable on property frontage.

- When creating hardstanding on a frontage, at least 50% of the original frontage area shall normally be maintained as soft planted landscaping, free of car parking, footpaths, bases for bin storage etc.
- The width of opening in existing front hedges and walls to serve new hardstandings should be minimised.
- For smaller plots (less than 6 metres wide) the 50% restriction may not prove possible. Runners (see diagram) may be an acceptable option when there is:
  - a depth of at least 5 metres between the front building line and the front boundary.
  - limiting hard landscaping to two 1 metre wide runners separated by a 1 metre gap of low planting; and
  - provision for substantial landscaping.

- For large frontages exceeding 100 square metres, the hardstanding area should be no greater than 50 square metres.
- A Hertfordshire County Council approved crossover and dropped kerb is usually required. No works will be issued with a Final (Plan) Approval until the crossover and dropped kerb are constructed.
- For those living on a main road a reduction below the 50% restriction of green space may be acceptable, in order to create a turning space, provided there is substantial landscape screening.
- Very small front gardens with frontages less than 5 metres deep will not be suitable for a hardstanding, as a standard parking space (2.4 metres x 4.8 metres) cannot be accommodated.
- In the case of corner plots or dual aspect properties, 50% of the entire frontage as hardstanding may not be acceptable (see diagram)



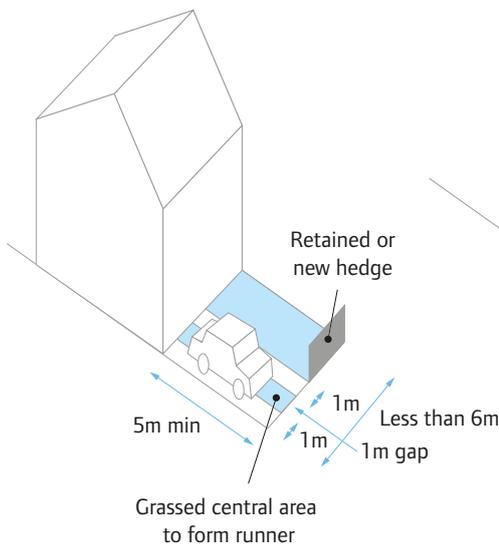
# Hardstandings continued

The materials used should be carefully considered.

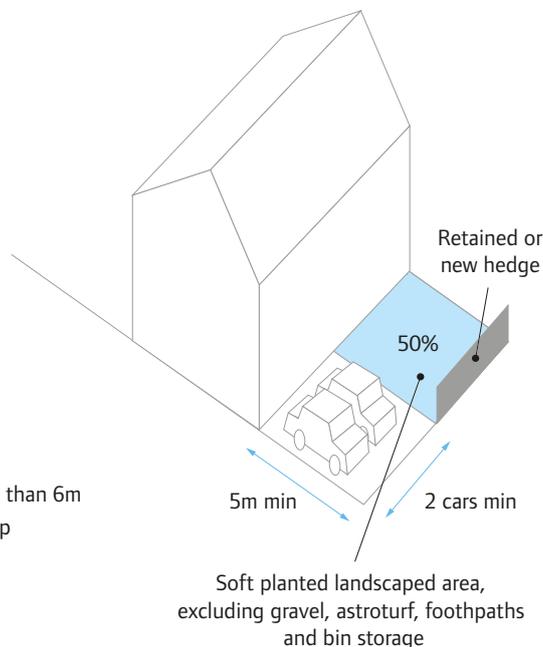
## Materials

- Porous materials and permeable paving that reduce the impact of surface water run-off into water courses are encouraged.
- Although gravel is not acceptable for soft landscaped areas, it may be used for hardstandings, but should include measures to stop it spilling onto the highway.
- Neutral coloured concrete block paviors, stones and setts are acceptable.
- Mass concrete and brightly coloured paviors are not acceptable. Patterns, motifs or symbols should be avoided.

### EXTENDED PARKING - NARROW PLOTS



### EXTENDED PARKING - WIDE PLOTS



## SOMETHING TO NOTE...

Many properties in the Heritage Character Area have no capacity for on-site parking.

It is not compulsory to build the required parking spaces at the time of adding an extension, but space for future construction should be available.

To reduce surface water pressure on drains, a soakaway underneath the paved area of hardstanding is encouraged.

Main roads can have heavy traffic and therefore cause problems for residents, if they have to reverse out of their driveways.

Main roads are considered to be:

- Baldock Road
- Bedford Road
- Broadway
- Green Lane
- Hitchin Road
- Icknield Way (Bedford Road roundabout to Wilbury Hills Road)
- Norton Way N & S
- Norton Road
- Pixmore Avenue
- Pixmore Way
- Wilbury Hills Road

Should your house be included in the list of Special Interest Homes provided at Appendix A, please contact the Heritage Advisory Team to discuss your options in order to protect its special character.

# Trees

Letchworth Garden City's unique place in architectural and urban history is intimately related to the creation of rural qualities within an urban environment.

The mature trees along roads and in gardens and parks, contribute significantly to the prominent green and natural character of the Garden City.

Preserving existing trees or replacing trees that are becoming sick or hazardous is essential to preserving Letchworth's green vistas and gardens. Permission is required for removal of trees and an application must be made to the Heritage Foundation.

- Existing trees shall not be removed unless there is a proven justifiable cause.
- In granting approval for a tree to be removed, an appropriate replacement will generally be required.
- When proposing alterations to a property, protection of existing trees will be an important consideration and the implications of proposed work on existing trees, including on neighbouring properties, should be included in your application.

Please note that most works on trees are likely to require prior approval from North Hertfordshire District Council, which you are recommended to contact before starting.

## DON'T FORGET...

We can provide advice on the trees appropriate to your property. However we are unable to mediate, assist or pronounce on boundary disputes involving trees or hedges.



# Sheds and detached outbuildings

A key principle in the early Garden City was to keep densities low and ensure homes had sufficient associated garden space to reinforce the rural environment.

Sheds and detached outbuildings are an integral part of the use of gardens. They should, however, be in scale with the green space available.

- Sheds and detached outbuildings should be located in rear gardens.
- Sheds and detached outbuildings should not detract from the character and quality of the existing property or its context.
- Sheds and detached outbuildings up to 6 square metres in area and 2.2 metre ridge height will not require consent.
- Sheds and detached outbuildings will not normally be acceptable if they exceed 10% of the area of the rear garden, free of buildings, to a maximum of 20 square metres and/or over 3 metres in height.
- Sheds and detached outbuildings that exceed these dimensions may be accepted if their size is not out of proportion to the house and they do not dominate the rear garden or have a significant impact on the neighbouring property, including its garden.
- More than one shed or outbuilding may be acceptable, but the cumulative area should not be more than 10% of the area of the rear garden and a maximum of 20 square metres.
- Any outbuildings should be at least 0.6m from any boundary.
- Outbuildings that provide a separate unit of accommodation will be discouraged and may require a separate approval under the terms of your lease or the Scheme of Management.
- The use of outbuildings for any Commercial activity may require a Business Licence from the Heritage Foundation and possibly planning permission from North Hertfordshire District Council.

## **Outbuildings include: climbing frames, tree houses and other structures.**

- The height of platforms on children's play equipment, tree houses and other structures can cause privacy concerns for neighbours. The design must therefore, give due respect to garden size, proximity to boundaries and the privacy of neighbouring properties and gardens.

## **HOMES OF SPECIAL INTEREST – PLEASE NOTE**

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Hedges, fencing and gates

Many Heritage Character Area homes were designed with modest front hedges and/or low fences, creating an open and airy public realm with vistas through the city.

This feature enhances the links to the rural and green surroundings and plays a part in the biodiversity of the Garden City. In many cases growing large hedges and building high fences and walls can be detrimental to this characteristic of the street scene.

- Boundaries to the highway should match the predominant original frontage boundary treatments of the property and street scene or have a hedge or a combination of hedge and open picket type fence.
- Hedges are preferred to fences or walls.
- Existing hedges to frontage should normally be retained and their protection will be an important factor when considering alterations.
- Heights and types of frontage hedges and/or fences should reflect those on the same street, but as a general guide, they normally should have a maximum height of 1.2 metres.
- Privet, box and beech are the recommended varieties of hedging. Other suggested hedging plants are; berberis, hornbeam, lonicera nitida and yew.
- Conifers should be avoided.
- Existing pedestrian gates should normally be retained.

- Close boarded or woven type fences are not normally permissible on frontages, but are acceptable on rear garden boundaries.
- If a hedge dies, it should be replaced using suitable hedging plants to be agreed.

**Hertfordshire Highways may have requirements on maximum heights if it affects traffic visibility.**

## Rear Garden Fences

- Close boarded or woven type fences that are on the rear garden boundaries, and are under 2 metres in height do not require consent.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Vehicular gates

Gates on to a street were not a common feature of the early Letchworth designs.

However, there is evidence that in the 1930s they were introduced to houses, especially in more rural areas.

Reaching a balance between functionality for residents and the aesthetic qualities of the street scene is essential in resolving the desire for vehicular gates.

## **Terraced Houses**

Vehicular gates are not normally acceptable.

## **Detached and Semi-detached houses**

Vehicular gates are generally not appropriate, but may be acceptable in exceptional circumstances, which may include:

- they are located in tree lined streets with wide verges.
- vehicular gates are part of the original concept for the area;
- not detrimental to, or dominate, the appearance of the house or the character of the street scene;
- set behind the boundary hedge;
- less than 3 metres in width and 1.2 metres in height;
- in a neutral colour;
- at least 6.5 metres from the front building line.

## **IMPORTANT...**

County Council Highways approvals for dropped kerbs have specific requirements related to the visibility splays and sufficient depth on site for a car to park. The introduction of gates could prevent these criteria from being met.

A 6.5 metre distance between the frontage highway boundary and the building line should allow for a car to be parked and the opening or closing of 1/2 leaf of a 3 metre wide vehicular gate.

Stopping on a road to open a gate may cause a potential safety hazard and traffic obstruction. This is of particular concern when determining an application for vehicular gates especially if the house is located in a main thoroughfare.

The Heritage Foundation can provide advice on the type of hedging appropriate to your property.

# Satellite dishes

Heritage Character Area houses have a variety of distinct characteristics.

Adding satellite dishes can upset the symmetry of a house, particularly if on the front façade.

Satellite dishes can disrupt the detailing on the façades and intrude on the subtle design of these historic homes and the street scene.

Consent is not required for fitting a dish if it is no greater than 45cm in diameter and not on a Home of Special Interest, listed at Appendix A. However, the following comments should be taken into consideration:

Consent is required for:

- dishes that are proposed to be fitted to the front or prominent side elevation of a Home of Special Interest
- dishes with a diameter greater than 45cm.

Where consent is required:

- satellite dishes should normally be on the rear of the house unless a signal cannot otherwise be received;
- discreet locations should always be considered; (see diagram 9)
- only one dish per property.

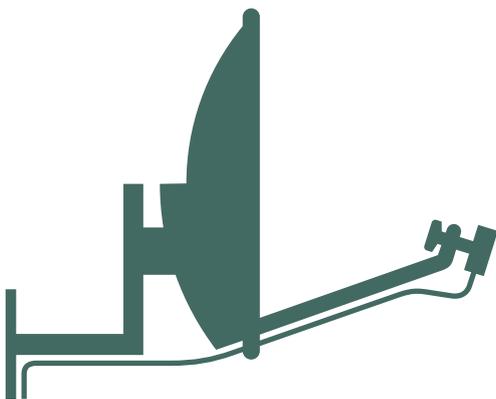
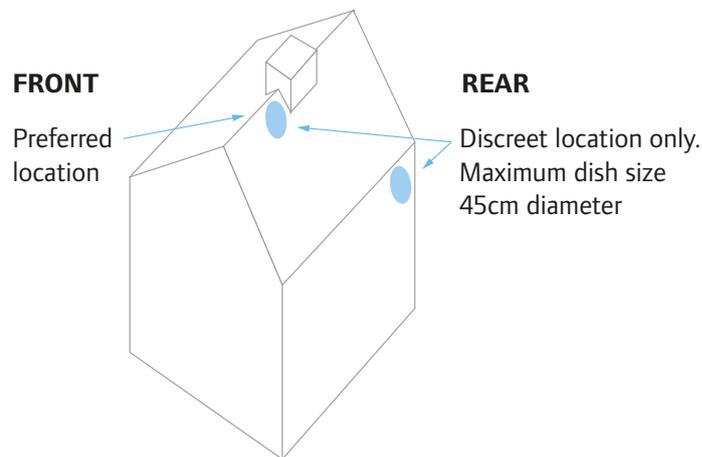
**Redundant dishes should be removed.**

Consent will not normally be given for:

- dishes with a diameter greater than 45cm on front or prominent side walls;
- dishes more than 80cm in diameter;
- more than one dish per property;
- dishes in a colour not appropriate to the existing house.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.



# Photovoltaic cells and solar hot water panels

One of Letchworth Garden City's aims was to establish a harmonious relationship between the built environment and nature.

While supportive of residents' wishes to adapt their homes to help offset climate change, we also need to protect the built environment. The challenge is to balance the high quality and distinctive historical merits of buildings in the Heritage Character Area with the need to reduce consumption of unsustainable energy resources.

In some cases it will not be possible to have an installation with an area large enough to supply 100% of the building's hot water and/or electricity needs. Also some properties may not be able to accommodate the area required for current or future government tariffs or subsidies.

In most cases, the installation of solar panels/PV cells is usually acceptable, if the following criteria are met:

- panels must not be positioned on the street facing elevations of a building or be visible from the street;
- location should be on rear roof slopes and be as inconspicuous as possible. The panel installation must not dominate the building;
- solar hot water panel installations should not normally exceed 6 square metres in area;

- PV panel installation should be rectangular in shape with no fragmented edges and located on one roof plane only. Multiple 'pepper potted' installations are not acceptable;
- The panels should cover no more than 60% of the roof plane area and should be 0.6m from the edge of any roof plane, including the ridge.

Solar/PV panels may be more acceptable if placed on the roofs of detached garages, sheds or outbuildings. Alternatively, a free standing array could be mounted in the rear garden.

Solar/PV panels may not be appropriate on Homes of Special Interest.

Metal reflector paint behind vacuum tubes is not acceptable.

Wall mounted panels are not acceptable in any position.

Solar technology is evolving all the time and we will consider applications for new evolutions of the technology based on the principles outlined in this section.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

# Wind turbines

Letchworth Garden City was founded on the idea of urban living in the peacefulness of a natural environment.

The streets of the Heritage Character Area reflect this balance, with buildings set in gardens with mature planting and calm atmosphere. The roof line is characteristically punctuated by original chimneys designed to complement the house.

The introduction of foreign elements may unbalance the symmetry of the roof lines.

Wind turbines are generally not appropriate, but will be considered, in suitable locations, where there is proof of wind speeds, acceptable acoustics and negligible impact on the street scene and the host building.

## IMPORTANT NOTICE...

Domestic wind turbines on buildings, or on free standing posts, range in rotor size from 1 metre to 11 metres in diameter. To be most effective the turbines should be higher and clear of any obstructions less than 20 metres away.

As most houses in Letchworth Garden City are within this vicinity and their roof is at least 8 metres in height; to be efficient the turbines would have to be fixed at a considerable height (minimum 15 metres). This arrangement could have a major impact on the street scene and visual amenity of the neighbouring properties.

# Rainwater harvesting and grey water recycling

The re-use of rainwater and recycling grey water can be a positive contributor to sustainable living.

Finding a balance between sustainability and aesthetics can be challenging. Underground tanks can create ideal water storage conditions, whilst the location of bulky water containers needs careful consideration.

- Design should complement the overall character of the building.
- The storage area should not dominate the existing house.
- Water butts must be in an inconspicuous position, preferably to the rear of the property and out of view from the street.

## HOMES OF SPECIAL INTEREST – PLEASE NOTE

Should your house be included in the list of special interest homes on page 38, please contact the Heritage Advisory Team for guidance in making sympathetic alterations.

## Plot Splits

Plot splits to form two or more dwellings on what was originally a single dwelling plot will normally require approval under the terms of your lease or the Scheme of Management. There is a presumption against plot splits and re-development of existing properties, except in special circumstances. If you are considering this type of proposal, you should apply for a lease amendment or amendment under the Scheme of Management. The relevant drawings and details will form part of the legal process when forming the amended lease and therefore will be deemed to have the Foundation's approval.

Once your application for a lease or deed amendment is received, it will be assigned to a member of the team who will follow it through to conclusion.

## DON'T FORGET...

Most residential plots in Letchworth Garden City are covenanted to be used for 'one dwelling house' only; generally the Heritage Foundation would not consent to revise this and reserves the right to maintain the status of the original covenant.

# Hartington Place

Hartington Place is a bespoke contemporary residential development. It was designed as a modern interpretation of Garden City principles, following a design competition celebrating the centenary of the Exhibition Cottages.

It has a strong group identity and it is important that this identity and the character and style of this development are maintained for the future heritage of Letchworth Garden City.

The general space and dimensional requirements of the preceding Design Principles should apply, in conjunction with the following additional requirements, which have been formulated to help maintain the integrity and stylistic consistency of the original design:

## **External Alterations (including extensions; porches; canopies; balconies; bay windows; new window or door openings; PV and solar thermal panel installations)**

- all alterations should be stylistically consistent with and not be detrimental to the original scheme design;
- development to the front elevations will not normally be permitted;
- developments that are visible from the public realm will not normally be permitted;
- new dormer windows will not normally be permitted, particularly on the front elevation or when visible from the public place;
- additional storey developments, other than loft conversions, will not be permitted;
- roof lights may be acceptable if they are small and singular, and not visually prominent;
- alterations to the apartment blocks will not be permitted. Specific landlord's requirements or obligations that benefit all of the apartment residents may be acceptable.

## **Windows and Doors:**

- replacements should be exact replicas of the originals including the colour;
- new windows and doors, where permitted, shall be stylistically consistent in design and in a colour to match the original designs;
- different materials may be considered if the detail, proportions and colour can be replicated;
- re-decoration should match the original colour and finish.

## **Chimneys:**

- new traditional masonry chimneys will not be permitted;
- metal flues for wood burning stoves may be acceptable if unobtrusive, not on the front elevation and have a silver finish.

## **Replacement Rainwater gutters:**

- downpipes and hoppers should match the original style and colour.

## **Satellite Dishes:**

- are to be fixed in a position that is not visible from the public realm. Dishes should not normally exceed 45 cm in diameter.

## **Maintenance:**

- all maintenance of external surfaces (including, re-roofing; painting and patching of render; fascias and boarding; etc) should be carried out using materials and colours to match the originals.

# Hartington Place continued

## **Fencing and Gardens:**

- replacement fencing when visible from the public place should replicate the original in design and colour;
- new fencing or gates in positions that are visible from the public realm will not normally be permitted;
- there should be no increase in hardstanding areas (parking, drives and footpaths) or decrease in soft landscaped areas, other than in exceptional circumstances;
- removal of trees or hedges will only be permitted when proven that they are causing structural or safety problems. In such circumstances, suitable replacements will be sought.

# Homes of Special Interest

## Appendix A

### EXCEPTIONAL PROPERTIES

The Design Principles outlined in this publication relate to the Heritage Character Area, which includes the oldest and most historically important homes in the town; particularly (but not exclusively) the homes built between 1903 and 1930, which played a pivotal role in defining the early character of Letchworth Garden City.

Among these homes are some of exceptional quality which are considered so important to preserving Letchworth Garden City that special rules apply.

Furthermore, many of these homes have distinctive features that can render Design Principles inapplicable. Careful consideration of any application within this area will be necessary to ensure that important characteristics are protected and the quality of the setting preserved.

These homes are of significant historical interest or importance, and as such, should be protected.

If your property is on the list of Homes of Special Interest, more detailed consideration and discussion will be necessary and enhanced principles may be applied, to protect its special quality. In such cases, we recommend you always contact our team before formulating your proposals, to assist you in preparing an acceptable scheme.

**CONTACT: 01462 476017**

**EMAIL: [home@letchworth.com](mailto:home@letchworth.com)**

Visit our Heritage Advice Service

One Garden City

Broadway

Letchworth Garden City

SG6 3BF

# Homes of Special Interest

## Appendix A

ROAD	NUMBER
Baldock Lane	Lordship Farm House, 38-39 Bray Cottage, Normans Farm
Baldock Road	1, 2, 3, 4, 5, 7, 9, 14, 15, 16, 17, 18, 25, 27, 29, 33, 35, 37, 38, 39, 40, 42, 49, 51, 55, 57, 59, 62, 81, 88, 90, 157, 165, 167, 177
Barrington Road	Cloisters, 2, 4, Ladybarn 1&2 Cloisters Cottage
Bedford Road	66, 68, 70, 72, 74, 76, 78, 80
Birds Hill	3, 5, 7, 9, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 32, 34, 36, 38, 40
Broadwater Avenue	1, 3, 4, 5, 7, 8, 9, 10, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 51, 53, 55, 57, 59, 61, 63, 65, 67, 69, 71, 73, 74, 75, 77, 78, 79, 80, 81, 83
Broadway	St. Francis College, Willow Lodge, 68, 73, 74, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 501, 502, 503, 504, 505, 506, 507, 508, 509, 511, 513, 515
Broughton Hill	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 35, 37, 39, 41, 43
Burnell Rise	6, 22, 23, 24, 25, 26, 27, 28, 29, 50, 51, 52, 53, 54, 55
Burnell Walk	30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49
Cashio Lane	4, 6, 8, 10, 12, 16
Church Lane	1, 3, 5, 6, 7, 15, 24, 26
Common View	1, 2, 3, 5, 7, 30, 32, 34, 36, 38, 40, 42, 44, 46, 47, 48, 49, 50, 51, 52, 53, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 165, 167, 169, 171, 173, 175, 177

# Homes of Special Interest

## Appendix A

ROAD	NUMBER
Corner Close	1-16
Croft Lane	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 18, 20, 38, Paynes Farm
Cromwell Green	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16
Cross Street	2, 4, 6, 7, 8, 9, 11, 13, 15, 17, 19
The Dale	3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 24, 25, 27
Eastholm	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14
Field Lane	5, 6, 8, 10, 17, 19, 28, 29, 30, 31, 32, 36, 37, 38
Garth Road	The Thatched House, Greenways, Dolphin House, Fairways, Moonraker, Hallcroft
Gernon Road	33, 45, 55, 57
Gernon Walk	2, 4, 11
The Glade	Crossways, Ashley, Old Elm, Hall Barn, The Glade
Glebe Road	26, 28, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 230, 232, 251, 253
Green Lane	8, 12, 15, 17, 18, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 38A, 39, 40, 41, 42, 43, 45, 47, 49, 51, 52, 53, 55, 57, 59, 61, 63, 65, 121, 123, 125, 127
Hillshott	1, 2, 3, 4, 6, 7, 8, 10, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29
Hitchin Road	1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18, 20, 22, 24, 26, 30, 36, 38
Icknield Way	191, 193, 197, 199, 201, 202, 203, 204, 207, 211, 217, 219, 221, 223, 225, 227, 229, 231, 233, 235, 241, 243, 245, 247
Letchworth Lane	Elm Tree Cottage, 1, 2, 3, 4, Harefield, Elm Tree House, Ivy Cottage, Dents Cottage, Hall Farm West, Hall Farm East

# Homes of Special Interest

## Appendix A

ROAD	NUMBER
Lytton Avenue	1, 2, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 48, 50, 51, 52, 53, 54, 55, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 76, 78, 80, 82, 84
Meadow Way	1, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 48, 50, 52, 54, 56, 58
The Meads	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13
Muddy Lane	Arunside, Arunbank, Arunfield, Arunwood
Nevells Road	52, 54, 56, 58, 198, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 216, 219, 221, 222, 223, 224, 225, 226, 227, 228
North Avenue	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 24
Norton Road	2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 29, 31, 31a, 31b, 36, 41, 47, 52, 54, 56, 59, 61, 63, 65, 66, 67, 68, 69, 70, 71, 72, 91, 94, 95, 96, 97, 103, 105, 111
Norton Way North	1, 3, 5, 7, 7A, 9, 10, 11, 12, 13, 14, 16, 18, 21, 23, 25, 27, 29, 31, 33
Norton Way South	107, 109, 113, 115, 117, 119, 121, 123, 127, 129, 131, 296, 297, 298, 299, 301, 302, 303, 304, 306, 308, 309, 310, 310A, 311, 312, 313, 314, 316, 320, 321, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 343, 345, 347, 349, 351, 353, 337, 355, 357, 359, 361
Paddock Close	1, 2, 3, 4, 5, 6, 7, 8, 18, 19, 20
Pasture Road	Casa Mia, Dean Row, Glaed Hame, Glaed Hame Cottage, The Coppice
Pixmore Avenue	63, 65, 67, 97, 99

# Homes of Special Interest

## Appendix A

ROAD	NUMBER
Pixmore Way	Melverley, 83, 85, 86, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 116, 118, 120, 122, 124
The Quadrant	1, 2, 3, 4, 5, 6, 8, 10, 12, 13, 15, 17, 19
Ralph Swingler Place	1-38
The Ridge	1- 8
Ridge Avenue	19, 21, 23, 25, 27, 29, 31, 33, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 83, 85, 87, 89, 91, 93, 95, 97, 99, 101, 103
Ridge Road	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122
Rushby Mead (including Rushby Walk)	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144
School Walk	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Sollershott East	Sollershott Hall, 2, 4, 6, 8, 10, 12, 14, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 31, 32, 34, 36, 38

# Homes of Special Interest

## Appendix A

ROAD	NUMBER
Sollershott West	7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 32, 34
Souberie Avenue	5, 6, 7, 8, 10, 12, 14, 15, 16, 18, 20, 22, 23, 24, 25, 26, 27, 28, 29, 32, 34, 36, 38
South View	5, 6, 7, 8, 9, 11, 13, 15, 17, 19, 21, 25, 26, 28, 30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 45, 47
Spring Road	27, 29, 75, 77, 80, 82, 83, 84, 85, 86, 88, 90, 92, 94, 96, 97, 98, 99, 101, 102, 103, 104, 105, 106, 107, 108, 110, 112, 114, Spring Wood
Station Road	24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46
Temple Gardens	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24
Westholm	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24
West View	55, 57, 59, 61, 63, 65, 67, 69, 71, 73, 112, 114, 116, 118, 120, 124, 126
Whitethorn Lane	5
Wilbury Hills Road	1, 55, 57
Wilbury Road	1, 11, 13, 27, 94, 100, 102, 104, 107, 109, 111, 113, 114, 115, 116, 117, 119, 121, 122, 124, 125, 126, 127, 128, 129, 130, 131, 132, 134, 136, 138, 139, 141, 144, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176
Willian Church Road	Willian Bury, 1-2 New Cottages, Old Church House, Old School house, 1-2 Mount Cottages
Willian Road	1-4 Manor Cottages, 5- 8 Willian Cottages, 9-12, Lordship Cottages 29, 13-15 & 18-20 Roxley Cottages, Manor Farm House, Old Vicarage, Punchardon Hall. Church Cottage PO and Fox Inn
Willian Way	5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 22, 23, 24, 25, 26, 27, 28, 30, 31, 33, 36, 37, 38, 40, 42, 43, 45
Wymondley Road	Harvest Court, 1-4 Manor Farm Cottages

# Glossary

## A

### **Artificial Cladding**

External wall cladding manufactured to represent original wall finish materials such as rendering or brickwork; usually to provide additional insulation

## B

### **Bargeboard**

A protective and/or decorative board fixed to protruding roof timbers at the sloping edge (verge) of a pitched roof

### **Bi-Fold Doors**

Doors with multiple leaves (casements) that open by sliding and folding

### **Bonnet Hip**

Utilises an angular or 'saddle' shaped tile

### **Boundary**

The line that determines the limit of a property and usually delineates the separation of a property from the neighbouring property

### **Building Footprint**

The area of ground covered by a building

### **Building Line**

The line defined by the main front wall of buildings

## C

### **Casement**

(See Window Casement, Sash or Light)

### **Code for Sustainable Homes**

An environmental assessment for rating and certifying the performance of new homes

### **Composite Door**

A door that is constructed of a variety of materials; the outer skin is usually moulded glass reinforced plastic (GRP) which covers timber reinforcing sections and foam insulation. They are very strong and secure. They are designed to replicate the style and proportions of timber doors, but due to the materials used they do not readily fade or discolour and require minimal maintenance

### **Conservation Type Rooflight**

A rooflight recessed into the plane of the roof tiles and therefore not significantly proud of the roof finish. Usually with a black or dark grey finish

## D

### **District Heating (or Heat Networks)**

Supply heat from a central source directly to homes and businesses through a network of pipes carrying hot water, meaning individual homes do not need to generate their own heat

### **Dormer (Window)**

A construction with a window that projects from a sloping roof

### **Dummy Transom**

A glazing bar that is deeper than usual to represent a transom

## E

### **Eaves**

The construction at the foot of a sloping roof

### **Energy Performance Certificate (EPC)**

This rates the energy efficiency of the building between A (most efficient) to G (least efficient)

### **Energy Rating (for appliances)**

A tool to help customers compare appliances energy performance between A to D

### **Equal Sight Lines**

Non-opening casements or sashes installed into the fixed panes of a window to give equal or balanced glass lines

### **External Glazing Bars**

Mock glazing bars fitted to the external face of the glass in a window or door that simulate true glazing bars

### **External Leading**

Lead strips fixed to the external face of the glass in a window or door, to simulate a leaded light

# Glossary

## F

### **Fanlight (in a window)**

Opening upper casement of a window which hinges at the top.

### **Flush Casement (window)**

Opening casement (sash) that closes into the window frame and finishes flush with the face of the window frame

### **Frontage**

The area of land between the front building line and the boundary to the public highway

## G

### **Gable**

A triangular shaped vertical wall of a building directly under the roof

### **Glazing Bars**

Small bars forming the framework that support smaller multiple glass panes within a window casement or glazed section of a door

### **Grey Water**

Waste water that is generated from domestic activities such as laundry, dishwashing and bathing, which can be collected and recycled on-site for use such as garden watering

## H

### **Habitable Room**

Bedrooms, lounges, dining rooms, studies and other reception rooms in a house

### **Half Round Ridge Tiles**

A semi-circular roof tile used to finish the ridge

### **Hardstanding**

An area finished in concrete, stone, bricks, blocks, tarmac or gravel

### **Hard Landscaping (or Hardscape)**

Ground areas finished in concrete, stone, bricks, blocks, tarmac or gravel

### **Hipped Roof**

A roof where all of its sides are sloping i.e. with no gable end

## Hip

The external angle formed by the meeting of two sloping sides of a roof

### **Hopper Head**

An open topped receptacle connected to the top of a rainwater down pipe, which receives rainwater from a roof situated behind a parapet wall

## I

### **Internal/Mock Glazing Bars**

Decorative strips fixed between the double glazing panes, to represent glazing bars

### **Internal Leading**

Decorative strips fixed to an internal face between the double glazing panes, to represent a leaded light

## L

### **Leaded Lights**

Glazing made up of small panes of glass joined together by lead beading traditionally known as 'lead comes'

### **Lead Lined Valley (Gutter)**

The roof tiles are cut back at an angle to form the channel, which is lined with lead to form a gutter

### **Lifetime Homes**

A series of design criteria to make homes adaptable for lifetime use

### **Light**

A glazed section of a window

### **Lintel**

The structural element supporting the masonry above a door or window opening

## M

### **Mullion**

A vertical frame element that divides the window into individual casements

# Glossary

## O

### **Open Eaves**

Where the feet of the rafters are left exposed, with no fascia or soffit boards

## P

### **Pavior**

A small brick sized block or slab for surfacing hardstandings etc

### **Parged Verge**

Top of a gable wall sealed with mortar at its junction with the roof finish overhang, when there is no bargeboard

### **Photovoltaic (PV) Panel**

A panel (made up of many PV/Solar cells), usually fixed to a roof slope, that creates electricity from sunlight. (Should not be confused with Solar Thermal Panel)

### **Picket Fence**

A traditional low (1 metre high maximum) timber fence using vertical panes (boards) with gaps between each pale; sometimes called a 'palisade' fence

## S

### **Sash**

(See Window Casement or Sash)

### **Sett**

A rectangular or square small module paving stone

### **Soft Landscaping (or Softscape)**

Areas of planting e.g. flower beds, borders and lawns

### **Solar Thermal Panel**

A panel usually fixed to a roof slope that warms water using the heat of the sun (Should not be confused with PV Panel)

### **Sprocket (Roof)**

A wedge-shaped piece of wood fixed to the foot of each rafter, to create a shallower pitch at the lower part of the roof

### **Storm, Stormproof or Lipped Casements (Window)**

An opening casement (sash) that overlaps the face of the window frame when closed

### **Swept Valley (Gutter)**

Formed by special tapered tiles

## T

### **Transom**

A frame element that divides a window horizontally, usually under a fanlight casement

## U

### **Under Cloak**

The support (tiles or building board) for the mortar sealing on a parged verge

## V

### **Valley (Gutter)**

Horizontal or sloping channel, at the internal intersection between two roof slopes

### **Verge**

The junction where the roof finish overhangs the gable wall

## W

### **Window Casement or Sash**

Usually the opening part of the window, but can be fixed as a 'dummy' casement or sash, to create equal sight lines

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**47/**

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