

Sally-Anne Featherstone,  
Westend Cottage  
1 Main Street,  
Low Valleyfield  
Dunfermline  
Fife  
KY12 8TF  
October 2<sup>nd</sup> 2023

Ms Emma Baxter  
Planning Officer  
Planning Services  
Fife House  
North Street  
Glenrothes  
KY7 5LT

Dear Ms Baxter,

Thank you for taking the time to provide me with a list of outstanding information required for the completion and review of my application for Planning Permission and Listed Building Consent for the proposed extensions to Westend Cottage, a category B listed building.

I have submitted with this letter the following information as requested:

- an updated Heritage Impact Assessment reflecting the current state of the site.
- an updated Supporting Statement reflecting the current state of the site.

Both statements have referred to the various unauthorised works conducted on the site and have also included the unauthorised works conducted on the site since the early 1980's without Listed Building Consent. It is clear in both statements that these works have had a substantial negative impact on the building which has led to urgent remedial action to be taken with Westend Cottage. The statements also clearly refer to the following:

- The removal of the existing windows
- The removal of the roof
- Partial down taking of north boundary wall
- Partial down taking of south boundary wall
- The loss of historic fabric through
  - a) the proposed widening of the existing doorway which previously led into the kitchen extension, to form French doors; and
  - b) the proposed opening of the window at first floor level on the western elevation to form a door to serve the proposed ensuite bathroom.
- The proposed replacement windows, including astragal details
- The slate proposed for the roof
- Repair works to the northern and southern boundary walls

I have also submitted the following drawings:

- Updated existing floor plans – ground floor, first floor and roof plan to reflect 23/00911/LBC and the removal of the roof and windows
- Updated Site plan showing the location and images of works to the north and south boundary wall
- Updated window details showing the proposed astragal detail and the proposed window horn. The window details also include the joiner who will make the bespoke windows and details of frame size and glazing depth

The Heritage Impact Assessment and Supporting Statement also clearly identify through details, images, and drawings that the proposed extensions are visually subservient in terms of scale and mass to the original Westfield Cottage. I have changed the front door detail to provide a reference to the existing door by way of a raised lime mortar bed and increasing the elevation of the proposed window to the existing door height. Further details of this change are included in both the Heritage Impact Assessment and the Supporting Statement.

I believe that with the submission of this documentation this planning application should be validated, and proper consideration given to the proposed development without prejudice to allow a full assessment of the proposed development. I believe that the requirements and submitted documentation for validation have been met.

Please let me know if I can be of any further assistance.

Kind regards

Sally Featherstone