

Ms S Saunders  
General Manager  
The Pallant Centre  
St Faiths Church House  
Havant

Our Ref: GEN/23/01041  
Direct Line: (023) 023 9244 6546  
Ask For: Mrs R McMurray  
Email: [planning.development@havant.gov.uk](mailto:planning.development@havant.gov.uk)

12 January 2024

**Site Location:** Church House, The Pallant, Havant, PO9 1BE  
**Re:** Replacement of 2no. ground floor windows

Dear Ms Saunders

I am writing to you in regard to your enquiry in relation to the above address and further to my site visit on 6/12/2023 and I apologise for the delay in this response. Please find my full response below.

Church House is Grade II listed and within the St Faiths Conservation Area. The building was listed in 1975 with the following description:

*'House (church office). C18, with early C19 alterations. Brick, with a tile roof. Symmetrical north side of 2 storeys and attic, 3 windows. Tile roof with coved plastered eaves, 3 hipped dormers with sashes. Painted brick walling in Flemish bond, rubbed flat arches, plastered 1st floor band and plinth. Victorian sashes. The west gable, with southward extensions, includes decorated cusped bargeboards and a porch of 4 columns, with cornice, panelled frieze, 6-flush-panelled door between side windows. The long east wing has a tile roof, brick dentil eaves, red brick walls in Flemish bond, rubbed flat arches, and Victorian sashes. The plain, brick and tile, stable block at the south-west corner, is used as a shop'.*

During our site meeting, we looked at the two rooms on the ground floor which are currently unusable due to the interior condition. Also it was evident that the windows serving each room are in very poor condition and beyond reasonable economic repair. They are timber framed, single glazed, one over one sash windows. Whilst these are certainly historic in character, there are clues that these may have been replaced at sometime in the past. The timber frames appear to be machine cut and some of the windows contain perspex rather than clear glazing.

As it appears the windows have been replaced at some point in history, there is more scope to include double glazing in the replacement versions. However, so that this can as closely replicate a historic window as possible, I would advise that this is the slim line style double glazing with a minimum thickness of 6-4-6mm. It is now possible to get slimmer versions than this so if possible, please explore if this is viable in terms of costs for you.

I also advise that the style of the existing windows should be replicated (one over one) and include any decorative mouldings or horns, as this would be in character with the majority of the other windows on the Pallant and rear car park elevations.

To confirm, the replacement of the windows with new double glazed versions will require listed building consent and planning permission (as the building is not residential). The relevant forms and guidance notes for applications are available on the Council's website - [www.havant.gov.uk](http://www.havant.gov.uk). You can submit the application using one form and the Council will divide

them out into separate applications. If you need any assistance with making the application, please let me know.

I trust that the above information is useful however, if you do have any queries, please do not hesitate to contact me.

Please note that the above comments are the opinion of individual Planning Officers and are in no way binding upon the Council when determining any future applications for planning permission and nor will they prejudice the outcome of any applications submitted.

This advice also only relates to planning matters, and does not relate to any other application that may be required under Building Regulations or under any other Act, Regulation, Byelaw or Order where the Council's approval may be needed. For further guidance as to the need for consent under the Building Regulations please phone 02392 446571

Yours sincerely

Mrs R McMurray  
Principal Conservation Officer  
Our Ref: GEN/23/01041