

APPLICATION FOR FULL-PLANNING PERMISSION

CASE OFFICER REPORT

APPLICATION REFERENCE:	PL/2026/01458
APPLICATION TYPE:	Full planning permission
SITE ADDRESS:	Royal Mail, 22-24 High Street, Calne, SN11 0BP
DEVELOPMENT DESCRIPTION:	Replacement of all windows with new metal double glazed windows
RECOMMENDATION:	Approve with Conditions

SITE DESCRIPTION/CONTEXT

Calne Delivery Office is located in a prominent corner site on the junction of High Street, The Square and Wood Street in the centre of Calne. The building has a distinctive curved frontage facing the road and is built in cream coloured mix block sized stone cladding with Crittall metal windows and dates from mid 20th century.

The ground floor accommodates the main sorting office, staff facilities, and a customer service point. An adjoining unit on the southeast side of the building has a distinctive wave formed porch and is occupied by a charity shop tenant.

To the south of the site is an operational yard and garage, accessed via The Square. The first floor contains office space, WCs, and a breakout area, with the adjoining owner occupying the southeast area.

Until recently the High Street has been closed to vehicular traffic, however it is currently open southbound to one-way traffic on an 18 month trial basis.

The property is in the Calne Conservation Area. There are numerous listed buildings in the vicinity;

No. 19 and 21 High Street Calne grade II
Kings Arms Public House High Street Calne grade II
No. 5 Curzon Street Calne grade II
No. 6 Curzon Street Calne grade II*

PROPOSAL

Permission is sought for the replacement of the existing single glazed crittall windows with double glazed metal units.

Initial plans showed the proposed units to be of uPVC however following concerns raised to the choice of materials revised plans were provided showing metal units.

PLANNING HISTORY

Proposal / Summary

RELEVANT LEGISLATION, POLICIES AND GUIDANCE

Statutory Legislation:

National Planning Policy:

- National Planning Policy Framework (NPPF)
- Planning Practice Guidance (PPG)
- National Design Guide

Development Plan:

The development plan for Wiltshire comprises the *Wiltshire Core Strategy (WCS)* (*adopted January 2015*) and any made neighbourhood plans, which remains the principal statutory planning document guiding development across the county. In line with Section 38(6) of the Planning and Compulsory Purchase Act 2004, planning decisions must be made in accordance with the development plan unless material considerations indicate otherwise.

Though the development plan is considered as a whole, those parts deemed to be particularly relevant to this application are listed below:

The adopted *Wiltshire Core Strategy (WCS)*, with particular regard to:

- Core Policy 57 Ensuring High Quality Design and Place Shaping;
- Core Policy 58 Ensuring the Conservation of the Historic Environment;

Neighbourhood Plan:

Calne Community Neighbourhood Plan

Supplementary Planning Documents and other Guidance:

- Wiltshire Design Guide (adopted April 2024)

ISSUES

The main issues that need to be addressed in this case include:

- Principle of development
- Whether the scheme constitutes high quality design (CP 57)
- Whether the scheme would preserve or enhance the historic environment (CP 58)

CONSULTATION RESPONSES

Calne Town Council – Support

Council Conservation Officer – No objection to metal units however large-scale details required.

REPRESENTATIONS

None received.

ASSESSMENT

Section 38(6) of the Planning and Compulsory Purchase Act 2004 states:

"If regard is to be had to the development plan for the purposes of any determination to be made under the planning Acts, the determination must be made in accordance with the plan unless material considerations indicate otherwise."

In accordance with this statutory requirement, this application has been assessed against the relevant policies of the Development Plan, including the Wiltshire Core Strategy (2015) and, where applicable, any made Neighbourhood Plans. Consideration has also been given to the policies of the National Planning Policy Framework (NPPF) as a material consideration in the assessment.

Principle of Development

The site is located within the defined settlement boundary of Calne. The proposal will result in the replacement of existing windows in a sorting office. The principle of extensions or alterations to such buildings is considered acceptable, providing those proposals are compliant with the requirements of relevant policies within the development plan. In this instance of particular relevance are policies pertaining to design and heritage.

Impact on the Character and Appearance of the Area including the Conservation Area.

CP57 of the Wiltshire Core Strategy requires a high standard of design for all new developments, including extensions, alterations, and changes of use of existing buildings, advising that well-designed development must draw on an understanding of the site itself and the local context and respond to the value of the historic environment by being sympathetic to and conserving heritage assets. CP58 states that development should protect, conserve and where appropriate enhance the historic environment, and that designated and non-designated heritage assets and their setting will be conserved in a manner appropriate to their significance.

The Wiltshire Design Guide encourages sensitivity to local character, materials, and architectural styles and supports modern living standards while maintaining aesthetic and functional quality.

The NPPF defines conservation as the "process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance", defining significance as the "value of a heritage asset to this and future generations" because of its "archaeological, architectural, artistic or historic" interest and the contribution made by its setting. The setting of a heritage asset is the surroundings in which it is experienced, it is

not fixed and may change over time, and elements of its setting may have a positive or negative affect on our appreciation of that significance or may be neutral.

Assessment

22-24 High Street is a striking building with a strong presence on this prominent corner site. The existing windows are slimline crittall, contemporaneous with the age and style of the building. The windows need replacing to reduce condensation and to improve the buildings overall thermal efficiency.

The significance of the Royal Mail 22 – 24 High Street, Calne has a prominent location built in the mid 20th century with distinctive curved street elevation and wave porch, in stone cladding with Crittall windows. It is an institutional building with some architectural interest and contributing to the character and appearance of the Conservation Area and setting of the neighbouring listed buildings including No. 6 Curzon Street that is grade II* listed located to the east of the rear yard and return east elevation.

As discussed above the original proposal was for uPVC windows which was not considered appropriate on this prominent building in the Conservation Area due to the larger profile and materials to be used in the units.

The Councils Conservation Officer has commented as follows;

‘The applicant needs to confirm the proposed material for the replacement windows is aluminium not uPVC and we require a detail section of the existing Crittall windows and proposed aluminium windows so that we can properly assess the variant between the two windows.

The details shall include depth of reveal, details of heads, sills and lintels, elevations at a scale of not less than 1:10 and horizontal/vertical frame sections.

The double glazing units will require thicker profile frames than the steel as will the aluminium which is less strong, so it is expected the replacement windows will have noticeably different appearance from the existing Crittall windows. As the windows are an integral part of the elevations of the building onto High Street and The Square at the centre of Conservation Area with significant listed building as neighbours it is essential that we have full detail on which to assess the impact on the character and appearance.’

The revised plans show metal framed double glazed units rather than the originally proposed uPVC. Further drawings have been provided for each window however as per the Conservation Officer comments above, these do not include largescale details illustrating how they will sit in their surrounds nor are there existing sections provided.

The principle of the replacement of the windows is considered acceptable given their existing condition however it is considered necessary apply conditions requiring the submission of large-scale detailed sections to ensure that the replacement units sit

appropriately within the building and are in keeping with the character and appearance of the area.

Pre-commencement Condition Agreement

This recommendation includes pre-commencement planning condition(s) relating to the submission of large-scale details of the windows. In accordance with Section 100ZA of the Town and Country Planning Act 1990 and the Town and Country Planning (Pre-commencement Conditions) Regulations 2018, the Local Planning Authority formally notified the applicant/agent of the proposed condition(s) and sought their agreement. Written confirmation of agreement was received from the applicant's agent on 30.04.26.

Biodiversity Net Gain

The application is exempt from the requirement to deliver Biodiversity Net Gain under Schedule 7A, Section 4(2)(a) of the Town and Country Planning Act 1990, as inserted by the Environment Act 2021 as it is subject to the de minimis exemption, development that does not impact a priority habitat and impacts less than 25 square metres (e.g. 5m by 5m) of onsite habitat, and 5 metres of linear habitats such as hedgerows.

Conclusion

The proposed replacement windows are acceptable in principle, and the use of slimline metal frames are considered an appropriate replacement having regard to the adjacent listed buildings and to the Calne Conservation Area. Accordingly, the proposal is considered to comply with the relevant provisions of CP57 and CP58 of the Wiltshire Core Strategy.

RECOMMENDATION: That Planning Permission be **GRANTED** subject to the following conditions:

1)The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

2)The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

100118450.001 - Location plan
Received 16.03.26

100118450.002 – Block plan
100118450.003 – Existing site plan
Received 11.03.26

100118450.004 – Rev A - Existing North & East Elevations
100118450.005 – Rev A - Existing South & West Elevations
Received 16.03.26

100118450.006 - Rev A Proposed Ground Floor Plan
100118450.007 - Rev B - Proposed First Floor Plan
100118450.008 - Rev B - Proposed North and East Elevations
100118450.009 - Rev B South and West Elevations
Received 25.03.26

REASON: For the avoidance of doubt and in the interests of proper planning.

3)No development commence on site until details of all new external window and door joinery and/or metal framed glazing have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall include depth of reveal, details of heads, sills and lintels, elevations at a scale of not less than 1:10 and horizontal/vertical frame sections.

The development shall be carried out in accordance with the approved details.

REASON: In the interests of preserving the character and appearance of the conservation area and the setting of surrounding listed buildings.