

Heritage Design and Access Statement

12 Russell Street Reading RG1 7XF

Listed Building Consent

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1 Introduction

This Heritage, Design and Access Statement supports an application for Listed Building Consent at 12 Russell Street, Reading. The property forms part of the Grade II listed terrace at Nos. 6-22 Russell Street and lies within the Russell Street and Castle Hill Conservation Area.

The application seeks consent for works to the principal east elevation that restore traditional window and door forms, remove inappropriate modern additions and reduce the visual prominence of the existing boiler flue. The proposals respond directly to Reading Borough Council Listed Building Enforcement Notice reference PE/24/0060.

The statement identifies the significance of the listed building and conservation area, describes the proposed works, explains the design and access approach and assesses the effect on heritage significance. The overall heritage effect is beneficial because the works reinstate traditional joinery and remove visually intrusive alterations from the principal elevation.

2 Site and heritage designations

2.1 The site

No. 12 is on the western side of Russell Street and forms part of a continuous early to mid nineteenth-century terrace. The building is arranged over basement, principal floors and attic accommodation within the roof. Its principal elevation is read as part of the wider composition of Nos. 6-22 rather than as an isolated building.

The supplied enforcement information records modern uPVC windows at dormer, first-floor and basement levels, a modern basement entrance door, a boiler flue between the first-floor windows and a corrugated plastic canopy above the basement entrance. These alterations affect the architectural consistency of the principal elevation.

2.2 Statutory listing

Nos. 6-22 Russell Street are Grade II listed under list entry 1321882, first listed on 14 December 1978. The list description identifies the group as an early to mid nineteenth-century terrace of two storeys with attics and basements, constructed in red brick with a stucco plat band, white brick courses below the eaves and slate roofs. It records dormer casements, glazing-bar sash windows, arched ground-floor openings with marginal glazing and recessed panelled entrance doors with patterned fanlights.

The listing applies to the building as a whole. The special interest is not limited to features expressly mentioned in the list description.

2.3 Conservation area

The property lies within Character Area 3 of the Russell Street and Castle Hill Conservation Area. The adopted appraisal describes this area as being characterised by tall terraces of late Georgian houses and later nineteenth-century residential terraces. It identifies the loss of original windows and doors as a negative feature. The listed terraces, their traditional materials, repeated

window proportions and consistent frontage make an important contribution to the character and appearance of the conservation area.

3 Significance

3.1 Architectural interest

The architectural interest of No. 12 derives principally from its contribution to the unified listed terrace. Important attributes include the vertical proportions of the facade, red brickwork and contrasting details, slate roof, dormer arrangement, hierarchy of window openings, traditional timber joinery and the relationship between the principal elevation and basement area.

Traditional timber windows are particularly important to the rhythm and depth of the terrace. Their proportions, slender sections, recessed glazing and painted timber finish produce a different character from modern uPVC units. Sliding-sash windows are characteristic of many neighbouring properties, while the retained first-floor windows at No. 12 represent earlier timber joinery previously fitted within the building. The basement opening and entrance also contribute to the historic hierarchy of the elevation.

3.2 Historic interest

The terrace illustrates the development of Reading during the early nineteenth century and the planned expansion of residential streets west of the historic centre. Its group value provides a legible record of the area's growth and of contemporary domestic architecture.

3.3 Contribution of setting

The immediate setting is the Russell Street streetscape and the adjoining listed buildings in the same terrace. Repetition of scale, roof form, brickwork, window type and entrance detailing allows the group to be understood as a coherent historic composition. Alterations to the principal elevation are therefore prominent not only on No. 12 but also in views of the terrace and conservation area.

4 Site Photographs



Russell Street



No 12 Russell Street

5 Proposed works

The application proposes the following works to the principal east elevation:

- Remove the five existing uPVC windows. Install new traditionally detailed timber casement windows at dormer and basement levels, and reinstate the retained timber windows previously installed at first-floor level following refurbishment, subject to the Council's agreement. Provide two sets of timber-framed casement windows to the same design as the existing dormers, in accordance with the enforcement notice.
- Refurbish and reinstate the retained timber windows previously installed at first-floor level. The windows will be returned to their former openings in their retained configuration. Although their design does not include separate upper and lower sliding sashes or the six-over-six glazing arrangement specified in the enforcement notice, their reuse retains earlier timber joinery from the building rather than introducing new replacement windows. Photographs of the refurbished windows will accompany the application, which seeks the Council's agreement to their reinstatement.



- Provide a timber-framed basement casement window with fanlight, following the form indicated in the enforcement notice and application drawings.
- Remove the existing basement entrance door and install a black-painted timber or timber-faced door with a traditional external appearance based on the reference door at No. 18 Russell Street. Project-specific elevations, profiles and construction information will accompany the application.
- Remove the corrugated plastic canopy above the basement entrance and make good disturbed surfaces in matching materials.
- Remove the existing white boiler flue and terminal positioned between the first-floor windows. Retain the existing wall penetration to avoid further disturbance to the historic fabric and install a black-finished conservation-style flue and terminal to reduce its visual prominence. The final product specification is to be confirmed by a suitably qualified heating engineer and shown on the application drawings.



Horizontal boiler flue with black external terminal and matching circular wall collar, appearance as reference photograph. Product to suit the boiler manufacturer's approved flue system.

- Repair damage arising from the removals using materials and finishes that match the existing building.

6 Design and access

6.1 Design approach

The design approach is one of repair and reinstatement. It responds to the architectural hierarchy of the listed terrace rather than introducing a new architectural language. The proposed joinery will use traditional forms, materials and opening arrangements appropriate to each level of the elevation. Modern additions that interrupt the historic composition will be removed. The existing boiler-flue penetration will be retained to avoid further disturbance to the historic brickwork, with the existing flue and terminal replaced by a black-finished conservation-style version that will be less visually prominent.

6.2 Use and amount

The existing residential use of the property will remain unchanged. The proposal does not create additional floorspace, alter the number of rooms or change the intensity of use. The work is limited to five window openings, including the reinstatement of two retained and refurbished timber windows at first-floor level, one replacement basement entrance door, removal of the basement canopy, replacement of the existing boiler flue and terminal, and associated local making good.

6.3 Layout and scale

The building footprint, internal layout, height, massing and roof form will remain unchanged. The established window and door openings will be retained. Replacement joinery will fit within the existing openings and respect their proportions, reveals and relationship with the wider terrace. The proposed works therefore do not alter the scale or spatial arrangement of the building.

6.4 Appearance and materials

The appearance has been developed with reference to the Council's enforcement requirements, the listed building description and surviving examples within the terrace. The retained timber windows previously installed at first-floor level will be refurbished and reinstated within their former openings in their retained configuration. Although their arrangement differs from the six-over-six sliding-sash windows specified in the enforcement notice, their reinstatement allows earlier timber joinery from the building to be reused, subject to the Council's agreement. New timber dormer casements will follow the design of the existing dormers, and the basement casement and fanlight will follow the Council's indicated arrangement. The supplier quotation identifies finger-jointed engineered hardwood Grandis for the new window and door frames. The proposed new windows are finished RAL 9016 Traffic White, while the basement door is finished externally RAL 9005 Jet Black and internally RAL 9016 Traffic White.

The supplier information identifies internally glazed 4-20-4 low-emissivity double-glazed units with black warm-edge spacers and argon fill for the new casement windows, together with white locking handles, white weatherstrips and vents, and 62 mm Grandis external cill extensions. The basement door is specified with zinc hinges, a chrome Balmoral handle, Ultion thumb-turn cylinder and satin threshold. These product details remain subject to the project-specific elevations

and sections submitted for Listed Building Consent, including heads, jambs, cills, opening lights, meeting rails and glazing bars. Where necessary, glazing and visible components will be adjusted to secure details appropriate to the listed building.

Making good will use compatible materials and finishes matching the adjoining historic fabric. These measures will provide a coherent elevation while retaining the hierarchy between the basement, principal floor and roof-level openings.

6.5 Inclusive access

Access to and within the dwelling is not altered by the application. The existing entrance positions, steps, thresholds and internal circulation will remain as existing. The works are confined to replacement joinery and external alterations, and no opportunity arises within this limited scope to materially change the established access arrangement without affecting the listed building. The replacement basement door will operate safely and provide a clear opening appropriate to the existing opening, subject to the final detailed design.

6.6 Security and servicing

The replacement windows and door will incorporate suitable secure ironmongery while maintaining an appearance appropriate to the listed building. The existing boiler-flue route and wall penetration will be retained. The replacement black-finished flue and terminal will be compatible with the existing boiler, with the final product and installation requirements confirmed by a suitably qualified heating engineer and coordinated with the architectural drawings

7 Planning policy and guidance

7.1 Statutory duties

Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires special regard to be paid to the desirability of preserving a listed building, its setting and features of special architectural or historic interest. Section 72(1) requires special attention to be paid to the desirability of preserving or enhancing the character or appearance of a conservation area.

7.2 National Planning Policy Framework

The National Planning Policy Framework dated August 2026 is a material consideration. Policy HE4 requires heritage assets to be conserved in a manner appropriate to their significance and proposals to avoid or minimise harm. Policy HE5 requires a proportionate assessment of significance and the potential effects of development. Policy HE6 gives substantial weight to the conservation of designated heritage assets and supports proposals with a positive effect. Policy HE9 supports proposals that conserve those elements of a conservation area which make a positive contribution or better reveal its significance.

7.3 Reading Borough Local Plan

The Reading Borough Local Plan was adopted in November 2019 and remains the adopted development plan. The emerging partial update is under examination and has not replaced the adopted policies.

Policy EN1 requires historic features, heritage assets and their settings to be protected and, where possible, enhanced. Proposals should avoid harm and should not adversely affect elements contributing to a listed building's special

architectural or historic interest. The policy also requires an appropriately proportionate Heritage Statement.

Policy EN3 requires the special interest, character and architecture of conservation areas to be conserved and enhanced. It gives positive consideration to proposals that restore original building features and remove inappropriate additions or alterations. The conservation area appraisal is a material consideration.

8 Assessment of heritage effects

8.1 Windows

Removing the uPVC windows addresses a modern intervention that conflicts with the materials, profiles and opening methods characteristic of the listed terrace. New timber dormer casements and a basement casement with fanlight, together with the reinstatement of the retained and refurbished timber windows at first-floor level, will re-establish a more appropriate hierarchy of openings. Reuse of the retained first-floor windows returns earlier timber joinery to its former openings and provides a material, profile and level of detailing that is more sympathetic to the listed building than the existing uPVC windows. Although their configuration differs from the six-over-six sliding-sash arrangement specified in the enforcement notice, their reinstatement is considered a conservation-led approach, subject to the Council's agreement.

Detailed head, jamb, cill, meeting-rail and glazing-bar information will allow the joinery to be assessed as part of the application and will ensure that visible proportions, recesses and profiles respond to the historic building. Subject to those drawings, the replacement windows would enhance the architectural interest of No. 12 and the unity of the terrace.

8.2 Basement entrance door

The replacement door will be designed around the traditional proportions, panel arrangement and external appearance of the reference door at No. 18. A modern performance specification can be accommodated provided that the external face, profiles, finish and ironmongery remain appropriate to the listed building. A black painted finish is visually recessive and consistent with the intended traditional character. The replacement would remove an inappropriate modern door and improve the basement entrance.

8.3 Boiler flue

The existing white boiler flue and terminal are conspicuous between the first-floor windows and interrupt the composition of the principal elevation. However, the associated opening has already been formed through the external wall. Forming a new opening and repairing the existing penetration would result in further disturbance to the historic brickwork.

The existing penetration will therefore be retained, with the current flue and terminal replaced by a black-finished conservation-style version. The darker finish will be more visually recessive against the elevation and will reduce the prominence of the installation without causing further unnecessary intervention to the historic fabric. The final product specification and suitability for the existing boiler will be confirmed by a suitably qualified heating engineer.

8.4 Canopy and making good

The corrugated plastic canopy is an inappropriate addition above the basement entrance. Its removal will simplify the elevation and better reveal the original form of the basement area. Local repairs will use matching brick, mortar, render or joinery finishes as appropriate, avoiding conspicuous cement-rich repairs or unnecessary loss of historic fabric.

8.5 Overall effect

The proposals are restorative and limited to areas already altered. They reinforce the traditional materials, window hierarchy and architectural rhythm of the listed terrace, remove inappropriate additions and reduce the visual prominence of the boiler flue on the principal elevation. No loss of fabric contributing materially to significance is proposed. The works would have a positive effect on the significance of the Grade II listed building and would preserve and enhance the character and appearance of the conservation area.

9 Materials and detailing schedule

Element	Proposed material	Heritage approach
Dormer windows	Engineered hardwood Grandis casements, RAL 9016 Traffic White	Two sets to the same design as the existing dormers. Proposal includes white locking handles, weatherstrips and vents, internally glazed flush sashes and 62 mm timber cill extensions; final visible profiles subject to detailed approval. See submitted document - Flush Casement Windows - Final for more details, photos and profiles
First-floor windows	Retained timber windows to be refurbished and reinstated.	Reinstate the retained timber windows within their former openings in their existing configuration. Repair and redecorate the joinery as required, retaining the existing proportions, glazing arrangement, profiles and method of opening. Supporting photographs of the refurbished windows will accompany the application. Their reinstatement is subject to the Council's agreement because the configuration differs from the six-over-six sliding-sash arrangement specified in the enforcement notice.
Basement window	Engineered hardwood Grandis casement and fanlight, RAL 9016 Traffic White	Follow the Council's indicated arrangement. Supplier proposal includes white locking handles, weatherstrips and vent, internally glazed flush sashes and 62 mm timber cill extensions; final profiles subject to detailed approval. See submitted document - Flush Casement Windows - Final for more details, photos and profiles
Basement door	Engineered hardwood Grandis; RAL 9005 Jet Black externally and RAL 9016 Traffic White internally	Traditional external elevation based on No. 18. Proposed chrome handle, zinc hinges, thumb-turn cylinder and satin threshold, subject to detailed approval. See submitted document - Scotdoor - Composite Door - Final for more details, photos and profiles
Boiler flue	Black-finished conservation-style flue and terminal compatible with the existing boiler	Retain the existing wall penetration to avoid further disturbance to the historic brickwork. Replace the visually prominent white flue and terminal with a black version to provide a more recessive appearance. Final specification to be confirmed by a suitably qualified heating engineer.
Making good	Materials to match existing	Compatible brick, mortar, render and paint finishes; retain sound historic fabric wherever possible.

10 Conclusion

The significance of No. 12 Russell Street lies principally in its early nineteenth-century fabric, its traditional facade composition and its group value within the Grade II listed terrace and conservation area. The existing uPVC windows, modern basement door, prominent boiler flue and corrugated canopy detract from that significance.

The proposed works respond directly to these issues. They reinstate the retained and refurbished timber windows at first-floor level, introduce appropriately designed new timber casements at dormer and basement levels, provide a traditionally detailed basement door, remove the canopy and reduce the visual prominence of the existing boiler flue through the installation of a black-finished flue and terminal. The design preserves the building's use, layout, scale and established access arrangements while improving the appearance and detailing of the principal elevation. With the project-specific details shown on the application drawings, the works will conserve and enhance the listed building and the Russell Street and Castle Hill Conservation Area. The proposals accord with the statutory duties, national heritage policies HE4, HE5, HE6 and HE9, and Reading Borough Local Plan Policies EN1 and EN3.

References

- Historic England, National Heritage List for England, List Entry 1321882, 6-22 Russell Street.
- Reading Borough Council, Reading Borough Local Plan, adopted November 2019, Policies EN1 and EN3.
- Reading Borough Council, Russell Street and Castle Hill Conservation Area Appraisal.
- Ministry of Housing, Communities and Local Government, National Planning Policy Framework, August 2026, Policies HE4, HE5, HE6 and HE9.
- Planning (Listed Buildings and Conservation Areas) Act 1990.
- Reading Borough Council, Listed Building Enforcement Notice PE/24/0060, 24 November 2025.
- Somerville Glass & Windows Ltd, Earley Builders Russell Street Timber Quotation V2, 25 August 2026.

APPENDIX 1. Enforcement Compliance Schedule

12 Russell Street, Reading RG1 7XF

Reading Borough Council reference PE/24/0060

This schedule sets out how the proposed Listed Building Consent application responds to the steps required by the Listed Building Enforcement Notice dated 24 November 2025. It should be read alongside the application drawings, Heritage Design and Access Statement and supporting product information.

Notice ref.	Requirement of notice	Existing position	Proposed response	Application evidence	Status / action
i	Remove all uPVC windows identified in Photograph A and the basement door from the front elevation.	Five uPVC windows and a basement entrance door are installed on the principal east elevation.	Remove the five identified uPVC windows and the existing basement door. Replacement items are described under items ii and iii below.	Existing and proposed front elevations; photographs; window and door schedules.	Included in application.
ii (a)	Install two sets of timber-framed casement windows to the same design as the existing dormers.	Two uPVC windows are installed within the front dormers.	Install two timber-framed casement windows matching the design, proportions, glazing arrangement and opening pattern of the appropriate existing dormer windows.	Dormer window elevations and sections; joinery details; materials, glazing, finish and ironmongery information; photographs of reference windows.	Included in application.
ii (b)	Install two single-glazed timber-framed sliding-sash windows at first-floor level, matching neighbouring examples,	Two uPVC windows are installed at first-floor level. The previous timber sliding-sash windows have been retained for refurbishment.	Refurbish and reinstall the previous timber sliding-sash windows, subject to confirmation that their details satisfy the notice and any consent conditions.	Photographs of retained windows; existing and proposed elevations; head, jamb, cill, refurbishment specification.	Retained windows to be photographed
ii (c)	Install a timber-framed basement casement window with a fanlight, matching as closely as possible the design shown in Document A.	A uPVC window is installed at basement level.	Install a timber-framed casement window with fanlight based on Document A and the detailed application drawings.	Window elevation and sections; joinery details; materials, glazing, finish and ironmongery information; comparison with Document A.	Included in application.

Notice ref.	Requirement of notice	Existing position	Proposed response	Application evidence	Status / action
iii	Install a timber door to the basement entrance similar to the door at No. 18 shown in Photograph C.	An unauthorised basement entrance door is installed. Current supplier information refers to a composite door.	Propose a black-finished door whose design, proportions, panels and external appearance respond to the reference door at No. 18. The door construction and facing materials must be confirmed against the notice requirement for a timber door.	Door elevation and sections; photograph of No. 18; manufacturer's construction information; materials, finish, threshold, frame and ironmongery details.	Specific Listed Building Consent and written Council agreement required.
iv	Replace the boiler flue between the first-floor windows.	A visually prominent white boiler flue and terminal pass through the front elevation between the first-floor windows.	The application will seek consent to retain the existing wall penetration, avoiding further disturbance to historic brickwork, while replacing the visible white flue and terminal with a compatible black-finished conservation-style version. A heating engineer must confirm technical suitability.	Existing and proposed elevations; close-up photographs; proposed product information; written confirmation from a suitably qualified heating engineer.	Specific Listed Building Consent and written Council agreement required.
v	Remove the plastic corrugated canopy over the basement entrance.	A corrugated plastic canopy is fixed above the basement entrance.	Remove the canopy and all associated brackets and fixings.	Existing and proposed elevations; photographs; removal and making-good notes.	Included in application.
vi	Repair damage caused by carrying out the required steps, using materials matching the construction and appearance of the listed building.	Local disturbance may be present or may arise around removed frames, canopy fixings and other affected areas.	Retain and protect sound historic fabric. Repair fixing holes, reveals, brickwork, mortar and finishes using compatible materials that match the adjoining construction and appearance.	Detailed drawing notes; photographs; materials and making-good specification.	Include on application drawings and in the specification . To be photographed
vii	Remove all waste, materials, equipment and debris from the land to a suitable place of disposal.	Not applicable until the remedial works are undertaken.	Remove waste and debris arising from the works and dispose of it appropriately on completion.	Contractor's completion records and dated completion photographs, if requested.	To be completed during the works.

Important: This schedule explains the intended response to the enforcement notice. Submission or approval of the Listed Building Consent application does not, by itself, demonstrate compliance. Compliance will depend on completing the required works within the applicable period, unless Reading Borough Council confirms an amended approach or timescale in writing.