

DELEGATED FILE NOTE

CASE OFFICER: ...Vicki Wood.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/01534/FPH	Block original front entrance, insulate and clad with boarding. Relocate front entrance door by removing window, replace existing rear door, replace existing single-glazed windows with double-glazed timber windows. Repaint exterior cladding to match nos.1 and 5. Internal alterations (as amended by drawing no. PP/CL/P04B and revised Design and Heritage Statement received on 21.08.2025).	3 Church Lane Barkway Royston Hertfordshire SG8 8EJ

Submitted Plan Nos

PP/CL/P06 Location Plan C-CSV79/44 03 PP/CL/P01 PP/CL/P02 PP/CL/P03 PP/CL/P04B

1.0 Policies

1.1. National Planning Policy Framework (2024)

Section 2 – Achieving sustainable development
Section 12 – Achieving well-designed places
Section 16 – Conserving and enhancing the historic environment

1.2. North Hertfordshire Local Plan (2011-2031)

Strategic Policies

Policy SP1 - Sustainable development in North Herts
Policy SP9 - Sustainable design
Policy SP13 - Historic environment

Development Management Policies

Policy D1 - Sustainable design
Policy D2 - House extensions and replacement dwellings
Policy D3 - Protecting living conditions
Policy HE1 - Designated heritage assets
Policy HE4 - Archaeology

2.0 Relevant Site History

Concurrent Listed Building Consent application – 25/01535/LBC - Re-position front entrance door, replace existing rear door, replace existing windows and re-clad and paint exterior cladding. Internal alterations (as amended by plan received on 21/08/2025).
Decision Pending.

3.0 Representations

Press, Site Notice and Neighbour– One comment has been received from the Owner/Occupier of 5 Church Lane who has been unable to view the plans online and states that any alterations to the property externally must be 'like for like' and in keeping with the historical nature of the property and terrace as a whole.

Barkway Parish Council – Refer application for consideration by NHC Conservation Officer to ensure any works and materials will maintain the existing appearance and character of the cottage and in keeping with the conservation area.

NHC Conservation Officer – Advised of some changes which have been incorporated in the amended plans making the proposal acceptable.

HCC Archaeology – No objection.

4.0 **Planning Considerations**

4.1. **Site and Surroundings**

- 4.1.1 3 Church Lane (Forge Cottage) is a grade II listed building which occupies a central position between neighbouring listed buildings no.1 Church Lane (also known as Forge Cottage) attached to the east and no.5 Church Lane (Rosemary Cottage) attached to the west. The terrace is located on the south side of Church Lane close to the junction with the High Street where there are additional listed buildings attached to rear of no.1 Church Lane and fronting the High Street. The site is within the Barkway Conservation Area and within the settlement boundary for the purpose of the local plan where development is generally accepted subject to policy requirements.

4.2. **Proposal**

- 4.2.1 Block original front entrance, insulate and clad with boarding. Relocate front entrance door by removing window, replace existing rear door, replace existing single-glazed windows with double-glazed timber windows. Repaint exterior cladding to match nos.1 and 5. Internal alterations (as amended by drawing no. PP/CL/P04B and revised Design and Heritage Statement received on 21.08.2025).
- 4.2.2 The description of development has been amended from the original submission and the drawings amended to reflect changes to the development as requested by the Conservation Officer with the agreement of the agent.

4.3. **Key Issues**

- 4.3.1 The key issues for consideration are as follows:
- The impact of the development upon the designated heritage assets including the Barkway Conservation Area and grade II listing.
 - The acceptability of the design of the proposed development and its resultant impact on the character and appearance of the locality.
 - The impact that the proposed development would have on the living conditions of neighbouring occupiers.
 - The impact that the development would have on the environment.

Impact on Designated Heritage Assets:

- 4.3.2. Paragraph 212 of the NPPF states '*when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be)...*'

- 4.3.3 *Policy HE1 of the Local Plan supports development that ‘Enables the heritage asset to be used in a manner that secures its conservation and preserves its significance; b) Incorporate a palette of materials that make a positive contribution to the local character or distinctiveness, where it is appropriate and justified; and c) Will lead to less than substantial harm to the significance of the designated asset, and this harm is outweighed by the public benefits of the development, including securing the asset’s optimum viable use.’*
- 4.3.4 The development is considered to be of a minor scale with an acceptable design that does not harm the building’s special character or the Barkway Conservation Area and complies with Policy HE1 of the Local Plan and the overarching aims of Section 16 of the NPPF.

Archaeology

- 4.3.5 When considering the impact of proposed development on the significance of a designated heritage asset (such as archaeology), the NPPF (Section 16 – Conserving and enhancing the historic environment) notes that great weight should be given to the asset’s conservation; the more important the asset, the greater the weight should be. In this regard, Policy HE4 of the Local Plan is consistent with the NPPF.
- 4.3.6 The proposed development is of a minor scale within an already built-up area and is unlikely to disrupt subterranean heritage.
- 4.3.7 I am satisfied that the development is in accordance with Policy HE4 of the Local Plan and Section 16 of the NPPF.

Design and Appearance:

- 4.3.8 The objectives of the National Planning Policy Framework (NPPF) include those seeking to secure the creation of high quality, beautiful and sustainable buildings and places (Section 12 – Achieving well-designed places). Paragraph 131 of the NPPF states that *“Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable communities”*. In this regard, Policy D1 and D2 of the North Herts Local Plan are consistent with the objectives set out within the NPPF.
- 4.3.9 Policy D1 of the Local Plan sets out that planning permission will be granted for development proposals that respond positively to the site’s local context, create or enhance the public realm, and reduce energy consumption and waste.
- 4.3.10 Policy D2 of the Local Plan sets out that planning sets out that planning permission for house extensions will be granted where the extension is sympathetic to the existing house in height, form, proportions, roof type, window details, materials, and the orientation of the main dwelling.
- 4.3.11 Policy D2 goes on to state that *“extensions should not dominate adjoining properties... and that spacing between buildings ensures there is no harm to the character and appearance of the street scene”*.

- 4.3.12 The development would involve relocating an existing doorway in place of a single window to the front elevation of the property and the boarding up of the existing doorway. Whilst visually the alteration would result in a noticeable change to the appearance of the property and terrace, the alterations are not considered harmful to the building's special character. The blocking up of the existing doorway would result in the addition of external cladding, this would need to match that of the existing front elevation external cladding to nos. 1 and 3 Church Lane in terms of materials and colour. The replacement front door would need to match that of the existing door at no.1 Church Lane. To the rear elevation, the development involves the replacement of an existing door, this door is not considered to be an original with a 'like for like' replacement.
- 4.3.13 The development also includes replacement of existing windows. The Conservation Officer has confirmed in his comments that the windows to the property are not original. Following the alterations to incorporate the relocation of an existing doorway to the front elevation, three windows would remain. The larger, triple-light horizontal sliding sash window would be replaced with a triple-light set of flush casements. Given the existing window is post-1971, providing the joinery detailing is to a good standard, there would be no reason to prevent such a replacement. The details provided for the replacement of other windows throughout the property is also considered appropriate.
- 4.3.14 Re-painting of the external cladding to all elevations is classed as a repair and would not require permission
- 4.3.15 Various internal changes are proposed under the application for listed building consent 25/01318/LBC which are considered acceptable.
- 4.3.16 I am of the view that the scale and design of the proposed works is considered to be acceptable and would not result in harm to the property, the wider terrace or the Barkway Conservation Area.
- 4.3.17 The development is considered to comply with Policies D1 and D2 of the Local Plan and the overarching aims of Section 12 of the NPPF.

Impact on Neighbouring Occupiers:

- 4.3.18 The objectives of the NPPF seek to ensure that developments secure a high standard of amenity for existing and future occupiers (Section 12 – Achieving well-designed and beautiful places). This principle is reflected in the provisions set out in Policy D2 and D3 of the Local Plan.
- 4.3.19 Policy D3 of the Local Plan sets out that planning permission will be granted for developments proposals which do not cause unacceptable harm to living conditions.
- 4.3.20 I am satisfied that the proposed works would have no significant impact on the existing residential amenity of attached neighbouring properties no.1 and 5 Church Lane.

Highways and Parking:

- 4.3.21 The development would not impact existing parking arrangements or highway safety.

Environmental Implications:

- 4.3.22 Section 14 of the NPPF sets out how the planning system should support the transition to a low carbon future. The principles set out in Section 14 are reflected in Policy D1 of the North Herts Local Plan, which sets out that development proposal should take all reasonable opportunities to reduce energy consumption and waste, retain existing vegetation and propose new appropriate planting, and future proof for changes in technology and lifestyle.

Biodiversity Net Gain (BNG)

- 4.3.23 This is a householder application which is exempt from BNG legislation defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

4.4 Conclusion

- 4.4.1. The development is of a good quality design which preserves the significance of the heritage asset, remains sympathetic to the existing dwelling and respects the living conditions of the occupiers of adjoining premises. As a result, it is considered that the development accords with Policies SP1, SP9, SP13, D1, D2, D3 and HE1 of the Local Plan 2011-2031 and Sections 2, 12 and 16 of the NPPF 2024.

4.5. Alternative Options

- 4.5.1. N/A

4.6. Pre-Commencement Conditions

- 4.6.1. N/A

5.0 Recommendation

- 5.1 That planning permission be **GRANTED**

1. The development hereby permitted shall be begun before the expiration of 3 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 Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

Proactive Statement:

Planning permission has been granted for this proposal. The Council acted proactively through positive engagement with the applicant during the determination process which led to improvements to the scheme. The Council has therefore acted proactively in line with the requirements of the Framework (paragraph 38) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 5 September 2025	