

DELEGATED FILE NOTE

CASE OFFICER: ...Harriet Sanders.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/03104/LBC	Internal and external alterations to facilitate conversion of gardeners store to security guard office.	Hexton Manor Hexton Hitchin Hertfordshire SG5 3JH

Submitted Plan Nos

2025-37-102 2025-37-101

1.0 Policies

HE1	Designated heritage assets
HE4	Archaeology
SECN16	Conserve + enhance historic environment

2.0 **Site History**

2.1 Associated application - pending:

- 25/03103/FP - Conversion of gardeners store to security guard office including external alterations.

2.2 There is a substantial planning history for works to Hexton Manor and the estate. There is no planning history for the gardener's store building on file.

3.0 **Representations**

3.1 SN and press notices were posted.

3.2 Consultations:

- 2 The Gardens' Trust - do not wish to comment on the proposals.
- 2 Hexton Parish Council – no comment at the time of writing this report.
- 2 NHDC Conservation Officer – makes the following comments:
“I raise NO OBJECTION on the basis that the proposal will neither harm the grade II listed wall to which the gardener's store is attached or harm the wider setting of Hexton Manor impacting upon its significance or harm the character or appearance of the Hexton Conservation Area or adversely impact upon the registered park and gardens. The proposal will satisfy the provisions of Section 16(2) (LBC only), Section 66(1) (FPH only) and 72(1) (both) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and the aims of Section 16 of the NPPF and Policy HE1 of the North Hertfordshire Local Plan 2011 – 2031.”

Recommends a joinery condition.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 Hexton Manor is grade II listed and is located within the Hexton Conservation Area and also within a grade II Registered Park and Garden. The gardener's store is a curtilage-listed building that is also adjacent to the grade II listed walled garden of Hexton Manor. The building and the area are designated heritage assets for the purpose of applying the aims of Section 16 of the NPPF.

4.1.2 The site also falls within the Green Belt and is an AONB.

4.2 **Proposal**

4.2.1 Listed Building Consent is sought for:

“Internal and external alterations to facilitate conversion of gardeners store to security guard office.”

4.3 Key Issues

4.3.1 The key issues for consideration are the impact the proposed internal and external alterations would have on the character and appearance on the designated heritage assets.

4.3.2 The conservation officer advised no objection to the proposed development and concluded that the proposal would have very limited impact upon the designated heritage assets below:

- ☐ *the grade II listed wall to which the gardener's store is attached .*
- ☐ *the wider setting of Hexton Manor.*
- ☐ *the character or appearance of the Hexton Conservation Area.*
- ☐ *the registered park and gardens.*

4.3.3 The conservation officer queried the necessity for the following:

- ☐ *Introduce stud wall between the access/store and the void.*
- ☐ *Replacing the 8-pane windows.*
- ☐ *Internally insulating walls to boiler room and access/store.*

4.3.4 The applicant's response to the points raised are set out below.

Introduce stud wall between the Access/Store and the void

4.3.5 The void is very deep and the stud wall is required for safety. This is considered to be acceptable.

Replacing the 8-pane windows.

4.3.6 The windows are in a poor state of repair and require replacement. Many of the glass panels are broken and have been replaced with plywood.

4.3.7 The replacement of the windows is considered to be acceptable. It is considered reasonable and necessary to attach a condition to ensure the slimline glazing of the proposed replacement windows incorporates 'through' as opposed to 'applied' bars.

Internally insulating walls to Boiler Room and Access/Store

4.3.8 The access / store area will be used to store coats, boots and equipment used by the security guard. These items need to be kept dry and therefore the walls need to be insulated to prevent dampness. The walls to the boiler room are not being insulated. They are being lined with plywood so that boilers can safely fixed to them. This is considered to be acceptable.

4.3.9 The impacts of the proposal on the character and appearance of the designated heritage assets are considered acceptable.

4.4 **Conclusion**

4.4.1 The proposals are acceptable in listed building terms.

4.5 **Alternative Options**

4.5.1 None applicable.

5.0 **Recommendation**

5.1 That Listed Building Consent be **GRANTED** subject to the following conditions:

1. The work to which this consent relates shall be begun by not later than the expiration of the period of 3 years from the date of this notice.

Reason: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) 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.

3. All new windows shall receive 'through' as opposed to applied glazing bars. Prior to the manufacture of any new windows metric scale joinery section drawings including a 1:1 scale detail of glazing bars and glazing system, shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the approved windows shall be installed in accordance with the approved details.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this curtilage listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 3 March 2026	