

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Planning (Listed Buildings and Conservation Areas) Act 1990

DECISION NOTICE

Correspondence Address:

Michael Collins Architects
Second Floor,
99 Bancroft
Hitchin
SG5 1NQ

Applicant:

The Trustees Of

Application:

26/00613/LBC

Proposal:

Internal and external alterations including replacement windows and installation of secondary glazing (as amended by plans received on 10/09/2026).

Location:

The Biggin , Queen Street, Hitchin, Hertfordshire, SG5 1AB

Approved Plan Nos:

299 000
299 001
299_002
299_010
299_011
299_012
299_013
299_014
299_030
29_031
299_070
299 080
299 081
299 082
299 083
299 032 Rev R02
299 033 Rev R01

PARTICULARS OF DECISION

In pursuance of its powers under the above Act and the associated Orders and Regulations, the Council hereby **GRANT LISTED BUILDING CONSENT** to the works described above and proposed by you in your application received with sufficient particulars on 23 March 2026.

The consent is 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. Although no works are proposed to the roof frame or roof covering, if such works are required, details shall be submitted to and if considered acceptable, approved by the Local Planning Authority prior to those works being undertaken. Thereafter any roof framing or roof covering works shall be undertaken 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 the grade II* listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

3. No works shall commence within the attic voids until:
 - i) a programme of building recording and analysis of the inscriptions on the existing plaster wall and ceiling finishes;
 - ii) the making of a detailed record; and
 - iii) a watching brief during the works affecting the historic fabric;

have been undertaken by a person or body approved by the Local Planning Authority and in accordance with a written scheme approved by the Local Planning Authority in writing.

Reason: To secure and safeguard the provision for inspection and recording of matters of architectural and historical importance associated with the building that may be lost in the course of works under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

4. Notwithstanding the methodology for undertaking works to the timber frame at page 15 of the Architectural Impact Assessment, prior to the commencement of works to the timber frame, details of any proposed works shall be recorded by way of coloured annotated elevation drawings highlighting frame retention / repair / replacement and submitted to the Local Planning Authority for approval. If acceptable, the Local Planning Authority shall confirm in writing, thereafter, the works shall proceed in accordance with the approved drawings.

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

5. Existing wattle-and-daub infill panels that are fit for purpose shall be retained in situ. Any wattle-and-daub panels that cannot be retained shall be identified on a plan submitted to and approved in writing by the Local Planning Authority, and replacement wattle-and-daub panels shall then be installed. Any later infill panels of different material proposed for removal shall also be identified on elevation drawings and details of the replacement infill material shall be submitted to and approved in writing by the Local Planning Authority, and the panels 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 the grade II* listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

6. All new render and repointing shall be undertaken using lime-based as opposed to cement-based mixes unless otherwise agreed and approved in writing by the Local Planning Authority.

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

7. Notwithstanding the proposed glazed entrance door detail for DG03 as noted on approved drawing nos. 070 Rev R02 and 032 R02, the door shall be of solid timber unless otherwise agreed and approved in writing by the Local Planning Authority. Details of the replacement door shall be submitted to and if considered acceptable, approved by the Local Planning Authority prior to manufacture. Thereafter, the door 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 the grade II* listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

8. Prior to manufacture, full window joinery details at a metric scale (including a 1:1 section of the glazing bar profile and glazing system) for the proposed hardwood windows coloured green on approved drawing nos.032 R02 and 033 R01 shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the windows shall be manufactured and 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 the grade II* listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

9. Windows coloured dark blue on approved drawing nos.032 R02 and 033 R01 shall remain as single-glazed leaded lights with the option, as approved, for secondary glazing behind.

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

10. Existing internal timber panelling proposed to be retained shall remain unpainted unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of the grade II* 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
Development and Conservation Manager

Development Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth
Herts
SG6 3JF

Date: 15 September 2026

The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>

NOTES

- 1 **Failure to satisfy conditions may invalidate this permission and/or result in enforcement action. Particular attention should be paid to the requirements of any condition in bold.**
- 2 Circular 04/2008 (Planning Related Fees) states that where an application is made under Article 21 of the Town and Country Planning (General Development Procedure) Order 1995, a fee will be payable for any consent, agreement or approval required by condition or limitation attached to the grant of planning permission.
- 3 No fee is payable for any consent, agreement or approval required by condition or limitation attached to the grant of a Listed Building Consent. The request can be informal through the submission of a letter or plans, or formal through the completion of an application form and the submission of plans. Any number of conditions may be included on a single request. The form is available on the Council's website:
www.north-herts.gov.uk/home/planning/planning-applications/submit-planning-application
- 4 If you are aggrieved by this decision, you may appeal to The Planning Inspectorate, , within 6 months of this decision or, in exceptional circumstances, such longer period as the Secretary of State may agree.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>.
If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on tel: 0303 444 5000.
- 5 The District Council and County Highway Authority wish to ensure that, in the implementation of the development, hereby approved, the highway verge adjacent to the property is not damaged or does not become unsightly due to the stationing of skips, parking of vehicles, storing of building materials etc thereon. Your attention is, therefore, drawn to the provisions of Section 131 of the Highways Act 1980 and to the Hertfordshire County Council Bylaws 1955 (specifically relating to

grass margins and verges in Letchworth) by virtue of which such actions, unless authorised by the prior grant of a licence, constitute a prosecutable offence. Persons responsible for undertaking the development and any associated works are, therefore, strongly encouraged to take appropriate steps to ensure that no breach of the said legislation occurs during the course of such activities. In the event of any damage being caused it will be expected that suitable reinstatement is undertaken upon completion of the development. Failure to do so could also result in legal action being pursued. To obtain information regarding the issue of licences, contact the Hertfordshire Highways, Northern Area Office, Antelope House, Gates Way, Stevenage, SG1 3HL or telephone 01438 757800.