

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00613/LBC	Internal and external alterations including replacement windows and installation of secondary glazing (as amended by plans received on 10/09/2026).	The Biggin Queen Street Hitchin Hertfordshire SG5 1AB

Submitted 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

1.1. **National Planning Policy Framework (2026)**

Chapter 20 Conserving and enhancing the historic environment

Policy HE4: Securing the conservation of heritage assets

Policy HE5: Assessing effects on heritage assets

Policy HE6: Proposals affecting designated heritage assets

Policy HE9: Conservation areas

1.2. **North Hertfordshire Local Plan (2011-2031)**

Strategic Policy

Policy SP13 Historic Environment

Development Management Policy

Policy HE1 Designated Heritage Assets

2.0 **Relevant Site History**

- 2.1 A concurrent application for planning permission is submitted under 26/00612/FP which is pending a decision.

3.0 **Representations**

- 3.1 **Historic England** – Supports the proposed works subject to any conditions deemed necessary by the Conservation Officer.
- 3.2 **NHC Conservation Officer** – Unobjectionable subject to conditions.
- 3.3 **HCC Historic Environment (Archaeology)** – No objection subject to conditions as set in the planning submission.

4.0 **Planning Considerations**

Site and Surroundings

- 4.1.1 The application site is situated on the south side of Biggin Lane, which is accessed from Queen Street to the east. The site comprises of a detached, two-storey, grade II* listed building within the Hitchin Conservation Area.

Proposal

- 4.2.1 Internal and external alterations including replacement windows and installation of secondary glazing (as amended by plans received on 10/09/2026).
- 4.2.2 The application has been amended to reflect changes to window design following consultee comments from the Conservation Officer.
- 4.2.3 The application is accompanied by the following documents:

- Heritage Statement contained with Design and Access Statement
- Statement of Significance dated February 2026
- Architectural Impact Assessment dated February 2026
- Initial Structural Report dated 26th February 2026
- Services Integration Report
- Condition Schedule and Proposed Repairs
- Landscape Strategy

4.3 **Key Issues**

- 4.3.1 The key issue for consideration is the impact that the proposed development would have on the special character, setting and significance of the listed building.

4.4 **Design and Appearance**

- 4.4.1 The application details a number of works which seek to facilitate maintaining a long-term viable use for the building which would prevent its deterioration.
- 4.4.2 The proposed works include changes to the entrance doors with detailing being reserved by condition.
- 4.4.3 In terms of the roof space, it is noted there no assessment has been provided to cover this area and whilst the Services Integration Report recognises that “*The plaster in the loft is considered of high historic value with its range of characterful inscriptions. The plaster is however crumbling, utmost care should be taken to prevent further loss.*” Details to further understand the significance of the inscriptions and a level of recording is therefore considered necessary.
- 4.4.4 Works proposed to the timber frame will be progressed through the opening-up of a section of external infill panels on the south elevation. This elevation is understood to have suffered the greatest degree of deterioration and is positioned away from public views, with further screening provided by existing trees. The removal of these panels would enable access for further investigation of the condition of the timber frame and forms part of a wider strategy for its repair and conservation. The removal of the infill panels is not considered to constitute works requiring Listed Building Consent. A temporary solution for creating a shield to protect the revealed fabric in the short terms is accepted and a strategy and method statement will be required to be submitted prior to the commencement of such works.
- 4.4.5 In terms of the overall environmental upgrade of the building, the proposed works would have some impact on the internal character of the affected rooms through the installation of a timber framing system. According to the Architectural Heritage Impact Assessment, mitigation measures would be incorporated where new ducting is required behind bathroom fittings and kitchen units, with waterproof panelling proposed within wet areas. In addition, internal wall linings are proposed in a number of locations. These are understood to comprise a plaster skim applied to the internal face of the external walls at ground floor level, together with an MDF box plinth to accommodate services, pipework and wiring. Whilst these works have the potential to result in the concealment of, or limited harm to, historic fabric, the submitted information confirms that appropriate mitigation measures would be implemented, including the recording and archiving of any affected historic materials.

- 4.4.6 Glazing details are set out within the submitted Window and Door Schedule. Whilst initial concerns were raised in respect of windows identified within the Schedule as 'dark blue', the Schedule has subsequently been amended to confirm that these windows are to be retained and repaired. As such, they would remain as single-glazed leaded lights, with the option, as approved, for the installation of internal slimline secondary glazing. The remaining windows identified as 'light blue' and 'green' within the Schedule are considered acceptable in principle, having regard to their design, appearance and impact on the significance of the listed building.

4.5 **Conclusion**

- 4.5.1 Whilst there are various conditions required to ensure the best outcome for the building and future occupants, regard must be had to Chapter 20 Policy HE6 of the NPPF states "*important public benefits can include securing the long-term reuse of a vacant or underused listed building and enabling energy efficient and low carbon heating measures to be employed.*"
- 4.5.2 Overall, no objection is raised in connection with the proposed works which are considered to satisfy the provisions of Sections 16(2) & 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and as supported by the aims of Chapter 20 of the NPPF and Policy HE1 of the Local Plan.

4.6 **Alternative Options**

- 4.6.1 N/A

4.7 **Pre-Commencement Conditions**

- 4.7.1 N/A

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. 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.

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  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 15 September 2026	