

Our ref: AK/CN/5291

Planning Portal Ref: PP-14312762

8th September 2025

Development and Conservation
North Hertfordshire District Council
PO Box 10613
Nottingham
N66 6DW

Dear Sir / Madam,

**CODICATE HOUSE, THE PARK, HEATH LANE, CODICATE, HITCHIN, HERTFORDSHIRE SG4 8YU
APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT FOR REMOVAL OF THE
EXISTING MODERN SPIRAL STAIR AND RAISING OF THE EXISTING COURTYARD GARDEN WALLS IN
MATCHING BRICKWORK TO FORM A NEW SINGLE STOREY PART-ENCLOSURE TO COURTYARD AND TWO
STOREY GABLE ADDITION. INTERNAL AND EXTERNAL ALTERATIONS.**

On behalf of the applicant, Rysaffe Fiduciaires Sarl as Trustee of the Malt Trust, Vincent + Gorbings are submitting this planning application and Listed Building Consent in relation to Codicote House, Codicote, Hitchin, SG4 8YU for.

“Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form a new single storey part-enclosure to courtyard and two storey gable addition. Internal and external alterations.”

This application follows the previously granted planning permissions (22/02844/FPH) and listed building consent (22/02845/LBC), both approved on 1st February 2023. These permissions themselves were renewals of the earlier approvals (19/015078/FPH and 19/01579/LC), granted on 8th November 2019, which were extended to prevent the original permissions from lapsing. Similarly, this application arises due to the imminent lapse of permissions 22/02844/FPH and 22/02845/LBC.

Proposed Development

The proposed development constitutes the exact same development as previously consented by the Council and can be summarised as the following:

- Removal of the existing modern spiral stair and raising / rebuilding of the existing courtyard garden walls to form a new single storey enclosure to courtyard and two storey gabled addition;
- Careful lifting of the existing paving to courtyard to enable installation of new insulated floor slab with UFH and to enable level change between the existing door openings through minor grading. York stone floor finish to utilise salvaged materials;
- Formation of a new opening to the west elevation of the service courtyard with traditional gauged brickwork lintel to match existing adjacent and new traditional glazed double doors installed to match pane proportions to existing windows to west elevation of service wing;
- Removal of the existing door between courtyard and dairy and raising and widening of the existing opening with a traditional gauged arch and reveal details to match existing and Internal plaster and joinery finishes to be made good to match existing;
- Realignment of existing timber door and frame to courtyard with traditional gauged arch and reveal details to match existing with joinery re-used and finishes to be made good to match existing;

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- Removal of existing modern metal gate and realignment and raising of opening with traditional gauged arch and reveal details to match existing and new traditional glazed door installed to match pane proportions to existing doors to Dairy;
- Adjustment of cast iron rainwater goods adjusted to suit new roofs and underground drainage;
- Insertion of a new fixed timber framed window within the existing opening in the brickwork to the east elevation of the service courtyard;
- Making 'blind' existing first floor sash window with reversible lining to internal;
- Provision of new internal York stone steps between dairy and courtyard to suit adjusted opening and levels;
- Provision of new external York stone steps to suit adjusted levels and alignment, utilising salvaged material if possible; and
- Careful removal and relaying of boot room stone floor to provide step free access.

Site Context

Codicote House is located to the north of Heath Lane and to the west of High Street (B656) on the west side of Codicote Village. The site comprises a detached dwelling which is Grade II Listed which is situated within the southern half of its extensive grounds. The site's main access is from Heath Lane to the east.

The 2 storey dwelling likely dates from the early nineteenth century and was built on the site of an earlier house. The house has undergone substantial changes through the generations and was extensively refurbished in 1910 in an early Georgian style for the banker Everard Martin Smith. The building was listed in May 1968.

The surrounding area comprises mainly of single, and two-storey detached and semi-detached residential dwellings and Codicote Church of England Primary School to the east and south, with open space to the north and agricultural land to the north and west of the site.

The house and its immediate grounds facing Heath Lane and facing towards the High Street are located within the Codicote Conservation Area and the dwelling and curtilage area located within the Green Belt.

The site is identified as being located within Environment Agency Flood Zone 1 (lowest risk of flooding) and has a low risk of surface water flooding

Planning History

The most recent and relevant planning and listed building consent records to this application are:

- **22/01879/FPH** - External modifications to lobby entrance of service range. Erection of a new brick garden room and abutting metal-framed covered external seating area to west elevation of the service range. Alterations to the garden levels and paving to the west of the service wing (as amended by drawing nos. 11150 P2; 11151 P2, 12107 P2; 12159 P2; 18140 P2 and 18141 P2 and amplified by drawing no. 12202 P3 all received on 22/11/2022).
- **22/01880/LBC** – A Listed Building Consent Application for the “External modifications to lobby entrance of service range. Enlargement of rear door opening to service wing and insertion of french doors with side lights. Erection of a new brick garden room and abutting metal framed covered external seating area to west elevation of the service range. Internal alterations to ground floor of service wing (as amended by drawing nos. 11150 P2; 11151 P2; 12107 P2; 12159 P2; 18140 P2 and 18141 P2 and amplified by drawing no. 12202 P3 received on 22/11/22)”
- **22/02844/FPH** - Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form single storey part-enclosure to courtyard and two storey gable addition
- **22/02845/LBC** – A Listed Building Consent Application for the “Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form single storey part-enclosure to courtyard and two storey gable addition”

There have been other planning and listed building permissions for small additions and modifications of the last 8 years or so, some of which have not been implemented, including the works that are currently being applied for.

Planning Policy

The relevant Development Plan Policy and Guidance for North Hertfordshire District Council comprise:

- North Hertfordshire Local Plan 2011-2031
- Planning Policy Map

The following documents are considered material for consideration of the proposed scheme:

- National Planning Policy Framework
- Planning Policy Guidance
- Design SPD July 2011

The Council's Policy Map shows the following designations for the site:

- Green Belt
- Codicote Conservation Area

In January 2024, Cabinet approved a full review and update of the North Herts Local Plan – setting stage for a refreshed vision across the district. According to the North Herts Local Development Scheme adopted in January 2025, the review of the Local Plan will be adopted in December 2027.

Planning Analysis

Principle of development

Paragraph 153 of the NPPF states inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances.

Paragraph 154 of the NPPF requires local planning authorities to have regard to the construction of new buildings in the Green Belt which by definition are identified as inappropriate development. However, the NPPF sets out various examples of development that would not be considered inappropriate development in the Green Belt including part c)

“the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building”.

Local Plan Policy SP1 (Sustainable development in North Hertfordshire) supports the principles of sustainable development within North Hertfordshire. The Council will grant permission for proposals that create high-quality developments, that respect and improve their surroundings and provide opportunities for healthy lifestyle choices.

Local Plan Policy SP2 (Settlement Hierarchy and Spatial Distribution) identifies Codicote as a location where development will be encouraged. The policy indicates that Codicote will deliver 363 homes along with supporting infrastructure and facilities.

Local Plan Policy SP5 (Countryside and Green Belt) states that inappropriate development within the Green Belt will not be permitted. Development will be permitted where it would not result in inappropriate development or where very special circumstances have been demonstrated.

Local Plan Policy SP8 (Housing) identifies that housing growth, and the delivery of homes will be supported across the District.

As stated in the NPPF, the proposed development is considered to be appropriate to the Green Belt as it does not constitute a disproportionate addition compared to the original building. The proposed development comprises a single storey part-enclosure and two storey gabled addition and is modest in nature.

The existing dwelling has been altered and extended considerably, as noted in the planning history section of this letter. The proposed development is sympathetic to the existing character and would not result in a significant visual impact and would have negligible impact on the openness of the Green Belt.

The consented courtyard extension (planning ref. 19/01578/FPH and listed building ref. 19/01579/LBC) was described as a small, single-storey plus part two-storey side extension with no disproportionate additions or significant visual impact. It was deemed compliant with both the District Local Plan and the National Planning Policy Framework. The current proposal mirrors the consented scheme, and notwithstanding subsequent changes in local and national guidance, the core considerations of policy and guidance remain unchanged.

Design and Heritage

NPPF Paragraph 207 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.

Local Plan Policy SP9 (Design and sustainability) considers good design to be a key aspect of sustainable development and supports development where it is well designed and located and responds positively to its local context. The policy also states that proposals will be assessed against the Design SPD.

Local Plan Policy SP13 (Historic environment) identifies the need for growth with proper protection and enhancement of the historic environment. The policy states that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight will be given to the asset's conservation and the management of its setting.

Local Plan Policy D1 (Sustainable Design) indicates that permission will be granted provided that development proposals respond positively to the site's local context.

Local Plan Policy D2 (House extensions, replacement dwellings and outbuildings) requires extensions to be sympathetic to the existing house in terms of the height, form, proportions, roof type, window details, materials and the orientation of the main dwelling. Furthermore, the extension must not dominate adjoining properties and is well related to the floor levels of adjoining properties, there is an appropriate distance between the proposed extension and the windows of the adjoining properties and spacing between buildings ensures there is no harm to the character and appearance of the street scene.

Local Plan Policy HE1 (Designated heritage assets) indicates that applications relating to Designated heritage Assets or their setting shall be accompanied by a Heritage Statement which assesses the significance of heritage assets,

including their setting, justifies and details the impacts of any proposal upon the significance of the designated heritage asset and informs measures to minimise or mitigate against any identified harms.

The policy also supports proposals which enable the heritage asset to be used in a manner that secures its conservation and preserves its significance, incorporates materials that make a positive contribution to local character or distinctiveness and will lead to less than substantial harm to the significance of the designated heritage asset, and this harm is outweighed by the public benefits of the development.

The Design SPD paragraph 137 states places and buildings should be capable of being used for a variety of activities and uses and should be designed to be flexible in their use can allow for changes in the future. The Council note that this can occur through a building being extended and modified to suit changing circumstances i.e. through conversion of roof-space or extension added to the rear of a property.

The proposed development introduces a high quality design that mirrors the previously approved extension and the design, appearance and materials of the host building. The proposed extension is modest in height, scale and bulk and of a minimal built form and is carefully located to minimise the impact to the site's surrounding area. The proposals have also been designed to be reversible where possible, to employ contemporary detailing only where appropriate.

The proposals to alter and extend the service range and courtyard of the house have been designed to reveal and enhance the character of the heritage asset through the removal of negative interventions and provision of new circulation additions in a sensitive traditional manner.

A Heritage Statement, prepared by RPS is provided with the application submission. The statement states that the proposals are considered to be a modest addition and alteration to a part of the building that has a higher tolerance to heritage change. The design of the proposals has been carefully considered to maintain the existing subservience of the service wing while responding to its minor architectural and historic interest.

The Heritage Statement also indicates that the proposed development would alter one small part of the conservation area, which would only be appreciable from the immediate grounds of Codicote House. The changes brought about would be broadly neutral in nature, with a heavily localised impact. The alterations would not impact upon the experience and appreciation of the conservation area's character and appearance.

Through the considered massing, form, detailed design and materiality, the proposals respond to and reinforce the existing character of this part of the conservation area.

Please refer to the submitted Design and Access Statement (Incorporating Heritage Statement) for further detail.

Additionally, under the previous application (22/02844/FPH) the Officer's Report concluded that "the proposed development is considered to be of high-quality design and would not harm the character and appearance of the

application dwelling within this part of the Codicote Conservation Area,” which reinforces our commitment to compliance with set standards.

Consequently, the proposed development preserves the special architectural and historic interest of the listed building and the character and appearance of the Codicote Conservation Area.

It is therefore considered that the development proposals are sympathetic in design and protects the historic environments in accordance with the Councils adopted planning policies and national policy and guidance.

Neighbouring Amenity

Local Plan Policy D3 (Protecting Living Conditions) permits development proposals which do not cause unacceptable harm to living conditions

The location of the proposed small extension is positioned away from any site boundaries and is not visible from the surrounding area. It is considered that the proposed development will not cause a detrimental impact on the surrounding area or to the amenity levels of neighbouring developments.

The proposal therefore complies local planning policy and guidance and does not result in any overlooking, loss of privacy, light or amenity to nearby neighbouring occupiers.

Submission

The documents submitted with the planning application include the following:

- This Planning Statement Letter;
- Application Form;
- CIL Form;
- Design and Access Statement (Incorporating Heritage Statement), prepared by Malcom Fryer Architects dated June 2019;
- Built Heritage Statement Addendum, prepared by RPS dated 20 October 2022; and
- Drawings prepared by Malcolm Fryer Architects.

Please refer to **Appendix A** for drawing title and reference number.

Conclusion:

This application is a renewal of previous planning permissions LPA Ref. 22/02844/FPH and 22/02845/LBC granted on 1st February 2023 as the previous consent is due to lapse on 1st February 2026. There are no changes to the previous planning consent. Overall, the proposal is modest in size and is considered to be in accordance with paragraph 154c in the NPPF and therefore, is appropriate development within the Green Belt, as previously identified by the planning officer for the lapsed planning permissions.

Due to the considered location, design, and architectural expression of the proposals, it is concluded that the proposed alterations would have no impact on the significance of the Grade II listed building, thus preserving its special architectural and historic interest.

I trust that you have all the information you require to register this application. If, in the interim, you have any queries please do not hesitate to contact myself at asya.kilinchan@vincent-gorbing.co.uk at this office. We look forward to your formal acknowledgement of the application.

Yours sincerely,

(for Vincent + Gorbing)

Asya Kilinchan
Assistant Planner
Vincent + Gorbing

Appendix A

Application Drawings	
Title	Drawing No.
Site Location & Boundary Plan	10001 – Revision P1
Phase 2A – Ground Floor Plan Consented Scheme	11130 – Revision P2
Phase 2A – First Floor Plan Consented Scheme	11131 – Revision P1
Roof Plan – Phase 2A – Consented Scheme	11135 – Revision P1
Existing Elevations – Phase 2A – Consented Scheme	12106 – Revision P1
Utility Link – Phase 2A (Existing) Plans	18165 – Revision P1
Utility Link – Existing Service Yard Elevations	18164
Utility Link – Existing Elevations	18163 – Revision P1
Phase 2A – Contextual Elevations – Consented Scheme	12157 – Revision P1
Phase 2A – Consented Scheme Perspective Views	12200 – Revision P1
Phase 2B – Proposed Ground Floor Plan	11137 – Revision P2
Phase 2B – Proposed First Floor Plan	11138 – Revision P2
Proposed Roof Plan	11136 – Revision P2
Proposed Elevations	12105 – Revision P4
Utility Link – Proposed Plans	18160 – Revision P2
Utility Link Proposed Sections	18161 – Revision P2
Utility Link Proposed Elevations	18162 – Revision P2
Phase 2B – Contextual Elevations – Proposed	12158 – Revision P2
Proposed Utility Link extension – Perspective Views	12201 – Revision P2