

Mrs A Aldridge  
Chandlers Cottage  
Drivers End  
Codicote  
Hitchin  
Hertfordshire  
SG4 8TR

Our Ref: 25/02446/CDA  
  
Contact: Mark Simmons  
Direct Line: 01462 474685  
Email: [mark.simmons@north-herts.gov.uk](mailto:mark.simmons@north-herts.gov.uk)  
Date: 9 December 2025

Dear Mrs Aldridge,

**Confirmation that all conditions were approved, in relation to Listed Building consent 09/01116/1LBC granted on 26.08.2009.  
Chandlers Cottage, Drivers End, Codicote, Hitchin, Hertfordshire SG4 8TR**

Thank you for your email received on **8 August 2025** (see extract below).

*See below - your colleague Mr Hunter suggested that I should contact you regarding this matter. I am pleased that you are still with NHDC as I remember meeting you at our property back in 2011 when we carried out works on our property under listed buildings Consent reference 11/01116/1LB. You corresponded by letter with our architects, Freeland Rees Roberts and also by email with me, at my then work email address [amanda.aldridge@kpmg.co.uk](mailto:amanda.aldridge@kpmg.co.uk) (which I no longer have access to as I do not work there any more).*

*We are now preparing to sell our property, and I find that I do not have confirmation from you that the Conditions of our listed building consent were fully complied with. The last piece of correspondence I have on this matter is a letter dated 15 March 2011 (copy attached) which refers to a need for us to apply in writing following completion of the work if we require confirmation that Conditions 4, 5 and 6 are met. My recollection is that you visited our property, after this date, to see the installed windows and doors and check that the front door was the specified colour, but I do not have any written follow up and it may be that neither we nor our architects made the necessary application in writing.*

*Could you please provide me with copies of any later correspondence? If this does not include confirmation that the conditions were met, then please accept this email as a formal request to provide that confirmation.*

The above application was validated on **24 September 2025** when the Senior Conservation Officer responded by email saying:

*I note the letter I drafted dated 15 March 2011 (signed off by Mary Caldwell). As stated in this letter whilst details pursuant to Conditions 4, 5 and 6 of Listed Building Consent 09/01116/1LB were signed off, the letter advises that should you require the Local Planning Authority's agreement that these conditions have been satisfactorily discharged then you will need to apply in writing following the completion of the work. This appears to be the stage that we are at (albeit a lengthy time since implementation), and I note that you wrote to the LPA on precisely the same matter last year and which was given the following ref: 24/01931/GEN but I failed to respond on that occasion.*

*You say that it is your recollection that I visited your property after this date to see the installed windows and doors and check that the front door was the specified colour. I have checked several files and I*

cannot find any follow up correspondence or any photos that may have been taken at that time. To address this, your current enquiry has been given the following ref: 25/02446/CDA and for this application to be processed, *I will need photographic evidence of the works undertaken pursuant to all three conditions. I will require close-up images of the window glazing bars including an image or two with a tape measure against to verify the 21mm glazing bar width.*

Apart from the standard wording of Conditions 1 and 2 pursuant to 09/01116/1LB the other conditions read as follows:

3 *Details and/or samples of materials to be used for the works, hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority before any works are commenced.*

4 *Excluding the windows in the water tower, all other proposed windows shall be constructed based on the Barnsdale C2 timber flush casement window range with 21mm glazing bars unless otherwise agreed and approved in writing by the Local Planning Authority.*

5 *The new windows in the water tower shall match the existing windows proposed to be removed with respect to glazing bars, frames and method of opening unless otherwise agreed and approved in writing by the Local Planning Authority.*

6 *Details of the external finish for all new window and door joinery, including the posts forming the glazed link, shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of that part of the works hereby approved. The works shall be implemented in accordance with the approved details.*

7 *Notwithstanding Section 9 of the submitted Design and Access Statement, further details or an actual sample of the proposed roof covering for the glazed link shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of that part of the works hereby approved. The works shall be implemented in accordance with the approved details.*

Condition 4 states that excluding the windows in the water tower, all other proposed windows shall be constructed based on the Barnsdale C2 timber flush casement window range with 21mm glazing bars. From the photos provided including the close-ups, these appear to show the Barnsdale C2 timber window type and I am satisfied that the white external finish of these windows also satisfies Condition 6 for these windows. However, the photos do not address all non-water tower windows so I can only provide confirmation that the windows that have been photographed are acceptable. Assuming that non-photographed windows are also the 'Barnsdale' type then these will also be considered acceptable.

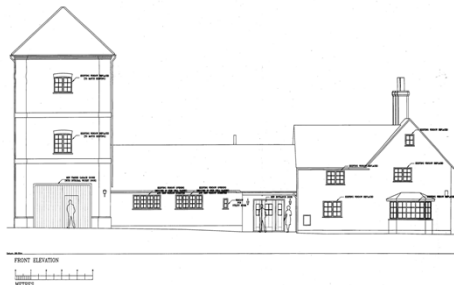




In letter dated 15 March 2011 it says:

*You have stated that the existing glazing bars are 20mm wide whilst the 'Barnsdale' bar is 21mm. On the basis that the difference in glazing bar width is negligible and the fact that the configuration of bars and opening lights is the same as the existing windows, I consider the use of Barnsdale C2 windows in the water tower to be acceptable.*

Understanding that all new windows have been implemented in accordance with the 'Barnsdale' type including the water tower, it is confirmed that what has been implemented is acceptable and satisfies Condition 5 above.



Moving on to Condition 6, the specification for the external finish of the front door (D1) was noted as follows in letter dated 15 March 2011:

- *Base coat: Sikkens cetol WP580 light oak base stain.*
- *Midcoat: Sikkens cetol WM660 clear mid coat*
- *1st top coat: Sikkens cetol WF955 light oak*
- *2nd top coat: Sikkens cetol Wf955 light oak*

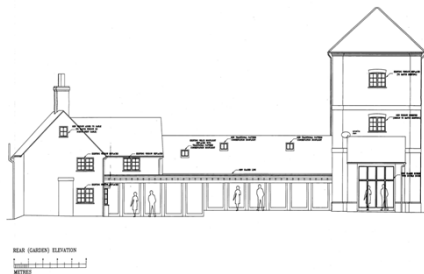
The photos you have recently provided show an external finish that appears to match the specification above and is considered acceptable.



In the officer's delegated file under ref: 11/00081/1LB, the Senior Conservation Officer wrote at 4.3.2

*As stated in the supporting letter dated 10 January 2011, this application follows the applicant's decision not to proceed with the glazed link (for the time being) as permitted under 09/01115/1HH and 09/01116/1LB, but to replace the windows and doors to the area instead and to include the demolition of the conservatory.*

This is noted on the recently submitted photo below right. For clarity, as the glazed link has not been implemented, the reference to the 'posts' in Condition 6 above and the requirements of Condition 7 above have not needed to be met at the current time.



Yours faithfully

Handwritten signature of Shaun Greaves.

Shaun Greaves  
Development and Conservation Manager

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>