

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02760/LBC	Single storey rear extension with associated access steps. Insertion of two rear rooflights and internal alterations to facilitate loft conversion into habitable space.	68 Queen Street Hitchin Hertfordshire SG4 9TS

Submitted Plan Nos

145 2025 000 Rev A 145 2025 001 Rev B 145 2025 002 Rev B 145 2025 003 Rev E 145 2025 004 Rev E
145 2025 005 Rev C 145 2025 006 Rev C 145 2025 007 Rev 0

1.0 Policies

1.1. **National Planning Policy Framework (2024)**

Section 16 – Conserving and enhancing the historic environment

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 Concurrent planning application 25/02759/FPH for single storey rear extension with associated access steps. Insertion of two rear rooflights to facilitate loft conversion into habitable space and erection of detached timber shed following demolition of existing shed. Pending.
- 2.2 25/01421/FPH - Installation of rear hard standing and rear access gates to provide two car parking spaces following demolition of existing section of listed wall. (Development already carried out). Unconditional Permission.
- 2.3 25/01422/LBC - Installation of rear access gates following demolition of existing section of listed wall. (Development already carried out). Granted.

3.0 **Representations**

- 3.1 **Press and Site Notice** – None received.
- 3.2 **NHC Conservation Officer** – No objection subject to conditions.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The site lies on the east side of Queen Street, set down from street level and comprises of an and of terrace, two-storey, grade II listed building within the Hitchin Conservation Area. Pedestrian access is via Queen Street whilst vehicular access is via Jill Grey Place which lies to the north and east of the site. No.68 Queen Street forms the northern dwelling at the end of a terraced row of three similar grade II listed buildings. All three properties have a staggered frontage following the angle of the highway.

4.2 **Proposal**

- 4.2.1 Single storey rear extension with associated access steps. Insertion of two rear rooflights and internal alterations to facilitate loft conversion into habitable space.
- 4.2.3 A Heritage Impact Assessment is submitted in support of the application.

4.3 **Key Issues**

- 4.3.1 The key issues 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 There is no heritage objection to the proposed development based on the fact that there would be no heritage harm to the listed building. The scale and design of the development is minor, and I am satisfied that the proposal complies with Policy HE1 of the Local Plan and Section 16 of the NPPF.

4.5 **Conclusion**

- 4.5.1 It is considered that the proposal would not occasion harm to the grade II listed building meaning that the proposal would 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 Section 16 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 The agent has agreed to the pre-commencement conditions.

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.

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.

Reason: To safeguard the character and appearance of the listed building to which this consent relates and to comply with Policies SP13 and HE1 of the North Hertfordshire Local Plan 2011 to 2031.

4. Full joinery details of the proposed new timber doors/windows to a metric scale, and 1:1 scale drawings of the proposed glazing bars hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority prior to manufacturing.

Reason: To safeguard the character and appearance of the listed building to which this consent relates and to comply with Policies SP13 and HE1 of the North Hertfordshire Local Plan 2011 to 2031.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 22 December 2025	