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| <b>DELEGATED FILE NOTE</b> |
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**CASE OFFICER:** ...Vicki Wood.....

| APPLICATION<br>REFERENCE | BRIEF DESCRIPTION OF<br>DEVELOPMENT                                                                                                                                                                                                      | APPLICATION SITE                                     |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 25/02331/LBC             | Internal alterations to facilitate change of use of existing offices into 6 bed HMO (Class C4), insertion of rooflight, secondary glazing, internal ventilation system and 2NO roof vents (as amended by plans received 9th March 2026). | 1 John Street<br>Royston<br>Hertfordshire<br>SG8 9BE |

**Submitted Plan Nos**

0987 102 Rev D Location Plan Block Plan

**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 25/02330/FP - Change of use of existing offices into 6 bed HMO (Class C4), insertion of rooflight and 2No. roof vents (as amended by plans received 9th March 2026). Decision Pending.

3.0 **Representations**

3.1 **Press, Site and Neighbour Consultation** – None received.

3.2 **Royston Town Council** – None received.

3.3 **NHC Conservation Officer** – Unobjectionable subject to conditions.

3.4 **NHC Environmental Health (Noise & Nuisance)** - No objection subject to compliance with NIA ref: AC20182AS.01.01 received on 16<sup>th</sup> January 2026.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site is located on the north side of John Street and comprises of a three-storey, grade II listed building within the Royston Conservation Area. The existing use of the building is Class E (commercial, business and service). Nos.28 High Street, also a grade II listed building lies to the west and Roysia House to the east.

4.2 **Proposal**

4.2.1 Internal alterations to facilitate change of use of existing offices into 6 bed HMO (Class C4), insertion of rooflight, secondary glazing, internal ventilation system and 2NO roof vents (as amended by plans received 9th March 2026).

4.2.3 A Heritage Statement is submitted in support of the development.

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 internal alterations are considered 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 occasion a low-level of less than substantial harm and would ensure a viable use of the upper floors of the 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 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. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

3. The existing original side entrance door shall be retained as the entrance to the HMO from the open passage 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.

4. All 4-panels doors at first and second floor level shall be retained in situ unless otherwise agreed and approved in writing by the Local Planning Authority. Where new doors are required or where plain faced doors exist at first and second floor, the openings shall receive a 4-panel door to match the appearance of retained 4-panel doors at these levels.

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. The bannister rail, spindles and newel post to the stairs at ground floor level shall be retained in-situ alongside the new studwork wall.

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. Full details of any fire and acoustic floor separation details including any proposed works to the underside of the stairs at ground floor, shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of that part of the development and the works shall be implemented 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.

**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.

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| <p>Signed</p><br><br><br><br><br><br><br><br><br><br><br><p>Shaun Greaves<br/>Determining Officer</p> | <p>Development Management<br/>North Hertfordshire District Council<br/>Council Offices<br/>Gernon Road<br/>Letchworth<br/>Herts<br/>SG6 3JF</p> |
| <p><b>Date:</b> 14 April 2026</p>                                                                                                                                                      |                                                                                                                                                 |