

DELEGATED FILE NOTE

CASE OFFICER: ...Alex Howard.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/00005/FPH	Insertion of rear dormer window to facilitate loft conversion. Single storey extension to existing basement; existing coal chute opened up to introduce natural light at front. New lightwell to the rear garden (as amended by plans received 24th August 2025).	23 Tilehouse Street Hitchin Hertfordshire SG5 2DY

Submitted Plan Nos

201-01 201-02 206-010 206-011 206-012 206-013 206-014 206-016 206-015 206-016
206-017 206-23 206-24 206-25 206-28 206-029 206-20 206-026 Rev B 206-27 Rev A

D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
HE1	Designated heritage assets
SECN12	Achieving well-designed places
SECN16	Conserve + enhance historic environment

2.0 **Site History**

- 2.1 **17/01185/1LB** - Retention of door and 2 no. windows (one at first and one at second floor) together with soil pipe connection to rear elevation.

Consent

- 2.2 **14/00183/1LB** - Change the front door colour from red to black and internal alterations (as amplified by email dated 26/03/2014).

Split Decision

3.0 **Representations**

- 3.1 **Neighbour Representations and Site Notice** – Comments received from 21, 24A and 27 Tilehouse Street, objecting to the proposal on the following grounds (summary):

- ☐ The site is a Grade II listed building and will change its character and appearance at its rear.
- ☐ The scheme is large for what is a small area.
- ☐ Concerns about the methods of construction and access.
- ☐ Concerns about overlooking and loss of privacy from the dormer to the rear garden of No.24A.

- 3.2 **Conservation Officer** – *“There is NO OBJECTION. The scheme will satisfy the provisions of Sections 16(2) (LBC) and /or 66(1) (FP/FPH) and/or 72(1) (both) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and the aims of Section 16 of the NPPF and Policy HE1 of the North Hertfordshire Local Plan 2011-2031.”*

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The site is 23 Tilehouse Street, a Grade II listed building located on the southwest side of the highway. The property is a mid-terrace dwelling and is over three-stories, with a short, narrow rear garden. The site is also within the Hitchin Conservation Area. The list entry for the property is as follows:

“GV 2. Early C19. Red brick, Welsh slated roof with bracketed cornice. 3 storeys, 5 sash windows with glazing bars under flat arches, second floor casements. Ground floor of No 24 faced with stucco. 6 fielded panelled door and oblong fanlights in ribbed surrounds under pediments. Nos 1 to 17 (consec), Nos 19 to 32 (consec) and Nos 35 to 40 (consec) form a group”.

4.2 **Proposal**

- 4.2.1 Planning permission is sought for the insertion of rear dormer window to facilitate loft conversion. Single storey extension to existing basement; existing coal chute opened up to introduce natural light at front. New lightwell to the rear garden.

4.3 **Key Issues**

- 4.3.1 The key issues in this case are the design, impact on heritage assets, and impact on the reasonable living conditions of neighbours.

Design

- 4.3.2 Policy D1 of the Local Plan states that planning permission will be granted provided that development responds positively to the site's local context in addition to other criteria. These considerations are echoed in Section 12 of the NPPF.
- 4.3.3 The proposal looks to incorporate several elements, including a new dormer window on the rear roof slope, which is a modern interpretation of a more traditional approach to a flat roofed dormer with curved cheeks. The dormer would be finished in replacement handmade clay tiles, zinc cladding/oxidised copper cladding and a single window with an obscure glazed lower section. The scheme would also incorporate an extension to the existing basement to the rear, and the opening up of an existing coal chute at the front and a new lightwell to the rear to allow light into this basement area. The lightwell would comprise of 3NO rooflights as part of a base in the rear garden.
- 4.3.4 The design of the proposal has been considered in detail by the Council's Conservation Officer, given the site is a Grade II listed building. This has been considered acceptable

and will be considered later in this report, but on this basis the proposal is considered acceptable in its scale, layout and external appearance.

- 4.3.5 As such, the proposed development is acceptable in design terms and the scheme is considered in accordance with Policy D1 of the Local Plan, as well as Section 12 of the NPPF.

Impact on Heritage Assets

- 4.3.6 As stated above, the building is Grade II listed and within the Conservation Area. Section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires that in the exercise of planning powers in conservation areas *“special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area”*. In terms of listed buildings Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires that where considering whether to grant planning permission for development which affects a listed building, or its setting special regard shall be had to the desirability of preserving the building or its setting or any features of special architectural interest which it possesses.
- 4.3.7 The details of this proposal have been fully considered by the Councils Conservation Officer in their formal response. The primary element of this proposal is the dormer window, and it is acknowledged by the CO that the formation of a new dormer to the rear roof pitch, and the re-tiling of the existing roof, will see a change to the rear elevation of this listed building. The proposals involve the formation of a new dormer on the existing rear roof pitch and new roof tiles. The existing concrete tiles and felt roof membrane would be stripped and new battens and a breather membrane and tiles will be added to the roof. The form of the existing rear pitch would be altered as a result of the proposals. However, the CO considers that there will be no loss of historic fabric of significance as the existing roof timbers, whilst appearing historic, are not originally configured. They have been re-used as part of a mid-late 20th century alteration of the existing roof. The rear portion which incorporates a number of more recent sawn timbers along with re-used historic timbers would be reconfigured to create the new dormer. As such, given that the rear roof pitch does not appear to be original as would be compatible with historic tiles or slate roofs, it can be concluded that there is limited evidential or heritage loss as a result of the proposal. The CO also states that the rear dormer is a modern interpretation of a more traditional approach to a flat roofed dormer, but it considered to be of high-quality design and materials and will not detract from the overall significance of the rear elevation of this listed building. The proposed re-roofing from existing concrete tiles to this roof to hand made clay tiles is welcomed.
- 4.3.8 The CO goes on to state that the impact on the character and appearance of the conservation area will be negligible, as it will be only visible from acute angles when standing in Wratten Road East. The remaining elements of the proposal are not considered to have detrimental impact on the significance of the asset and would not be out of keeping with the character of other similar properties in Tilehouse Street. No objections subject to conditions are provided by the CO, which consider materials and joinery details. These are considered acceptable.
- 4.3.9 As such, the proposed development under this householder application is considered acceptable and will not occasion harm to the listed building's special

character/significance or the Conservation Area, in accordance with the Policy HE1 of the Local Plan and Section 16 of the NPPF.

Impact on Neighbours

- 4.3.10 Policy D3 of the Local Plan states that planning permission will be granted for development proposals which do not cause unacceptable harm to living conditions.
- 4.3.11 The site is a mid-terrace dwelling with two attached neighbours, No.22 and 24 Tilehouse Street, and other neighbours on this terraced row. There is a detached neighbour to the rear of the site at 24A Tilehouse Street, which shares a boundary with the property. Fundamentally, the proposed single storey extension to the existing basement; existing coal chute opened up to introduce natural light at front, and a new lightwell to the rear garden, will not cause any impact on neighbouring properties.
- 4.3.12 The proposed dormer window, given its siting and design, has the potential to have some impacts on the amenities of neighbouring properties to the rear, given the introduction of a new window in the roof space looking south-west. This is especially the case for No.24A Tilehouse Street to the rear. However, through negotiation with Officers and the submission of further/amended information, the scheme has been amended in an attempt to alleviate these concerns. The room that the dormer will serve is to be a home office/study, where occupiers will more often than not be sat down at a desk facing towards the window in question. Section drawings have been provided showing the views of someone sitting down at this desk and how the cheeks of the proposed dormer are set forward of the desk area and the window surround is also set forward, such that views to the rear and sides will be restricted to a suitable degree by this set back nature. Moreover, in order to ensure that mutual privacy is achieved, the plans have been amended to incorporate an area of obscure glazed glass on the window in question, again to protect the amenity of No.24A Tilehouse Street from perceived overlooking, which would be enforced by condition to ensure it is carried out. Lastly, this area of Tilehouse Street is dense with built form which is of its time, with lots of windows at second floor and even balconies which allow occupiers heightened overlooking abilities compared to modern builds. For this reason, acknowledging the reality that this proposed window in the dormer may at some periods be opened, it is considered that a scheme such as this will not result in unacceptable levels of overlooking/loss of privacy compared to what is already experienced at the site. It is considered that on the basis of this amended and additional information, the proposed dormer will not result in materially adverse harm to the amenity of neighbouring properties.
- 4.3.13 This is in accordance with Policy D3 of the Local Plan.

4.4 Conclusion

- 4.4.1 The proposed development is considered acceptable in design, heritage, and its impact upon neighbouring properties, in accordance with Policies D1, D3 and HE1 of the Local Plan, as well as Section 12 and 16 of the NPPF.

4.5 **Alternative Options**

4.5.1 N/A.

4.6 **Pre-Commencement Conditions**

4.6.1 N/A.

5.0 **Recommendation**

5.1 That planning permission be **GRANTED** subject to the following conditions:

1. 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.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

3. The window within the dormer hereby permitted shall be glazed with obscure glass in accordance with the details shown on plan no. 206-026 Rev B and thereafter shall be retained as such, unless otherwise agreed in writing by the Local Planning Authority.

Reason: to protect the amenity of neighbouring properties in accordance with Policy D3 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 <i>Anne McDonald</i> Anne McDonald Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 11 September 2025	