

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/00006/LBC	Insertion of rear dormer window. Single storey extension to existing basement; existing coal chute opened up to introduce natural light at front. New lightwell to the rear garden. Internal and external alterations (as amended by plans received 24th August 2025)	23 Tilehouse Street Hitchin Hertfordshire SG5 2DY

Submitted Plan Nos

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

HE1 Designated heritage assets

SECN16 Conserve + enhance historic environment

2.0 **Site History**

2.1 N/A

3.0 **Representations**

3.1 **Conservation Officer** – See below

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 Listed Building Consent is sought for the insertion of rear dormer window. Single storey extension to existing basement; existing coal chute opened up to introduce natural light at front. New lightwell to the rear garden. Internal and external alterations

4.3 **Key Issues**

4.3.1 The key issue in this case is the proposed developments impact upon the character and appearance of the designated heritage assets.

4.3.2 The site is within a Conservation Area and the property is Grade II listed. 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.

- 4.3.3 The Council's Conservation Officer provided a formal comment on the 19th June 2025, considering the impact of the proposal upon the Conservation Area and the listed building. The following conclusion has been lifted from that report:

"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."

- 4.3.4 Consultation with the Conservation Officer has provided wording for two conditions, covering the materials and joinery details to be submitted and agreed prior to commencement, which is considered reasonable and have been agreed. The scheme 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.

4.4 **Conclusion**

- 4.4.1 The proposed development is acceptable in heritage terms, in accordance with Policy HE1 of the Local Plan and Section 16 of the NPPF.

4.5 **Alternative Options**

- 4.5.1 N/A

4.6 **Pre-commencement Conditions**

- 4.6.1 The applicant has agreed to the proposed 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.

2. 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.

3. 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 before any works are commenced/prior to manufacturing of the doors.

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: 11 September 2025	