

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02372/FP	Removal of ground floor window and insertion of Fire Exit door. Removal of existing 2nd floor window and insertion of door to provide access to flat roof and addition of perimeter railings	Council Offices Gernon Road Letchworth Garden City Hertfordshire SG6 3JF

Submitted Plan Nos

Location Plan IS-1665-1 IS-1665-2 IS-1665-3 IS-1665-4 IS-1665-5 IS-1665-7

1.0 Policies

D1	Sustainable design
D3	Protecting living conditions
HE1	Designated heritage assets
SECN12	Achieving well-designed places
SECN16	Conserve + enhance historic environment

2.0 **Planning History**

2.1 None relevant to this application.

3.0 **Representations**

3.1 **Site Notice and Neighbour Consultation** – None received.

3.2 **Letchworth Heritage Foundation** – None received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site is the District Council Offices, located on Gernon Road, Letchworth. The building is a part 6-storey/part 2-storey building in an L shape footprint. The site is within the Conservation Area.

4.2 **Proposal**

4.2.1 Planning permission is sought for the removal of ground floor window and insertion of Fire Exit door. Removal of existing 2nd floor window and insertion of door to provide access to flat roof and addition of perimeter railings.

4.3 **Key Issues**

- 4.3.1 The key considerations are design, impacts on heritage assets, and the impact on the amenities of neighbouring properties.

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 seeks to install two doors. One of the doors would be positioned on the ground floor east elevation from the staff room, following removal of an existing ground floor window. The other would be at 2nd floor to enable access to the flat roof section, including perimeter railings for safety purposes. The doors would be finished in glazed powder coated aluminium frames in green, to match the existing building, and galvanised mansafe roof guarding.
- 4.3.4 It is considered that the proposed works are acceptable in planning terms. The scheme is modest and would not materially affect the external appearance of the building.
- 4.3.5 The proposal is therefore deemed acceptable in design terms and in accordance with Policy D1 of the Local Plan and Section 12 of the NPPF.

Heritage Impacts

- 4.3.6 The site is within the Conservation Area. Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (LBCA Act) 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*".
- 4.3.7 Given the nature, design and scale of the proposals, the proposal will not result in any harm or impact on the Conservation Area
- 4.3.8 This is in accordance with Policy HE1 of the Local Plan and Section 16 of the NPPF.

Impact on Neighbours

- 4.3.9 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.
- 4.3.10 The proposed development, by virtue of its nature and scale, would not result in any harm to the amenities and reasonable living conditions of neighbouring properties, in line with Policy D3 of the Local Plan.

Biodiversity Net Gain

- 4.3.11 This is a form of development which is exempt from BNG Legislation, defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 due to it falling under the scope of the 'de minimis' exemption.

4.4 **Conclusion**

- 4.4.1 The proposal is considered acceptable in planning terms in accordance with the relevant local and national planning policies.

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.

Biodiversity Net Gain

1. This development is not subject to the statutory Biodiversity Gain Plan condition because it is considered exempt under the statutory exemptions (<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>) or transitional arrangements in respect of the biodiversity gain condition.

Proactive Statement:

Planning permission has been granted for this proposal. Discussion with the applicant to seek an acceptable solution was not necessary in this instance. 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  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 20 November 2025	