

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02759/FPH	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.	68 Queen Street Hitchin Hertfordshire SG4 9TS
<u>Submitted Plan Nos</u>		
145 2025 007 Rev O 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		

1.0 **Policies**

1.0 **National Planning Policy Framework (2024)**

Section 2 Achieving sustainable development

Section 12 Achieving well-designed and beautiful places

Section 14 Meeting the challenge of climate change, flooding and coastal change

Section 16 Conserving and enhancing the historic environment

1.1 **North Hertfordshire Local Plan (2011-2031)**

Strategic Policies

Policy SP1 Sustainable development in North Herts

Policy SP2 Settlement Hierarchy and Spatial Distribution

Policy SP9 Design and sustainability

Policy SP13 Historic environment

Development Management Policies

Policy D1 Sustainable Design

Policy D2 House Extensions and Replacement Dwellings

Policy D3 Protecting Living Conditions

Policy HE1 Designated heritage assets

Policy H4 Archaeology

2.0 **Relevant Site History**

2.1 Concurrent listed building consent application 25/02760/LBC for single storey rear extension with associated access steps. Insertion of two rear rooflights and internal alterations to facilitate loft conversion into habitable space. 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, Site Notice and Neighbour Consultation** – One objection has been received from no.6 Jill Grey Place on the following grounds:

- ❑ No objection is raised to the development itself, however there is concern regarding access arrangements for construction vehicles due to vehicular access being via Jill Grey Place.

3.2 **NHC Conservation Officer** – No objection subject to conditions.

3.3 **HCC Archaeology** – None received.

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 to facilitate loft conversion into habitable space and erection of detached timber shed following demolition of existing shed.

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 are as follows:

- The acceptability of the design of the proposed development and its resultant impact on the listed building.
- The impact the proposed development would have on the character and appearance of the property and the Hitchin Conservation Area.
- The impact that the proposed development would have on car parking provision in the area.
- The impact that the proposed development would have on the living conditions of nearby neighbouring properties.

Design

4.3.2 The objectives of the National Planning Policy Framework (NPPF) include those seeking to secure the creation of high quality, beautiful and sustainable buildings and places (Section 12 – Achieving well-designed places). Paragraph 131 of the NPPF states that *“Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities”*. In this regard, Policy D1 and D2 of the Local Plan are consistent with the objectives set out within the NPPF.

4.3.3 The first part of the proposed development is the construction of a modest extension to the rear elevation of the original dwelling. The extension would be set off the boundary with the party wall with the neighbouring property no.67 Queen Street and would not extend beyond an existing single storey rear projection to which it would be attached. A

proposed set of steps would lead from the extension to the garden space extending to just short of the same projection. The roof design would be flat and would sit just below the existing projection with its mono pitch roof design. Opening would comprise of a set of doors flanked by a similar style window to either side. Materials would match those of the existing building.

- 4.3.4 To the rear roof slope of the original dwelling, two rooflights are proposed which would provide for natural light to enter the space where additional habitable accommodation by way of an additional bedroom is to be created. The roof lights would be of a minor scale and would be of a conservation design. The property already benefits from three roof lights at the same level, and I do not consider the addition of a further two roof lights of the size, design and position to result in any harm to the building.
- 4.3.5 To the rear garden space, a detached timber shed exists, this is in a poor state of repair and would be demolished and replaced by a new timber garden shed. The proposed shed is of a modest scale and of an acceptable design.
- 4.3.6 I am satisfied that the development as a result of its minor scale and acceptable design would be in accordance with Policies D1 and D2 of the Local Plan and Section 12 of the NPPF.

Impact on Heritage Assets

- 4.3.7 Section 16 of the NPPF sets out guidance relating to sustaining and enhancing heritage assets. In this regard, Policy HE1 of the Local Plan is consistent with the NPPF.
- 4.3.8 When considering the impact of proposed development on the significance of a designated heritage asset (in this case the Listed Building(s)), the NPPF notes that great weight should be given to the asset's conservation; the more important the asset, the greater the weight should be.
- 4.3.9 I support the view expressed by the Conservation Officer, in that the proposed development is considered to cause less than substantial harm at the lower end of the scale and is acceptable.
- 4.3.10 I am satisfied that the development would be in accordance with Policy HE1 of the Local Plan and Section 16 of the NPPF.

Archaeology

- 4.3.11 When considering the impact of proposed development on the significance of a designated heritage asset (such as archaeology), the NPPF (Section 16 – Conserving and enhancing the historic environment) notes that great weight should be given to the asset's conservation; the more important the asset, the greater the weight should be. In this regard, Policy HE4 of the Local Plan is consistent with the NPPF.
- 4.3.12 The proposed development is of a minor scale within an already built-up area and is unlikely to disrupt subterranean heritage.

- 4.3.13 I am satisfied that the development is in accordance with Section 16 of the NPPF and Policy HE4 of the Local Plan.

Highways and Parking:

- 4.3.14 The dwelling is served by sufficient off-street parking spaces which would not be affected by the proposed development and is therefore considered to be in accordance with Policy T2 of the Local Plan.

Impact on Neighbouring Properties:

- 4.3.15 A core planning principle set out in the NPPF is to always seek to secure a good standard of amenity for all existing and future occupants of land and buildings. This principle is reflected in the provisions of Policy D3 of the Local Plan.
- 4.3.16 The proposal involves an extension and as part of the proposal, beyond the extension a set of steps is proposed leading to the rear garden space. There is already a set of steps which provide access to the rear garden from an existing set of glazed doors. The proposed steps would project further into the garden, however any overlooking to the attached neighbour would be limited due to the depth of the steps and the absence of any platform together with the fall of the land.
- 4.3.17 One objection has been received, not to the development but in regard to access for construction traffic. This would be a matter that would fall outside of planning legislation for a development of this type and scale and would be between the parties involved.
- 4.3.18 I am satisfied that the proposal is in accordance with Policy D3 of the Local Plan and Section 12 of the NPPF.

Biodiversity Net Gain (BNG)

- 4.3.19 This development is not subject to the statutory Biodiversity Gain Plan condition because it is exempt under the statutory exemptions as set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations 2024.

Environmental Implications

- 4.3.20 Section 14 of the NPPF sets out how the planning system should support the transition to a low carbon future. The principles set out in Section 14 are reflected in Policy D1 of the Local Plan, which sets out that development proposal should take all reasonable opportunities to reduce energy consumption and waste, retain existing vegetation and propose new appropriate planting, and future proof for changes in technology and lifestyle.
- 4.3.21 The proposed development, would have no significant implications for the local environment in terms of carbon emissions and therefore would be generally in compliance with Section 14 of the NPPF and Policy D1 of the North Hertfordshire Local Plan.

4.4 **Conclusion**

4.4.1 The proposed development is considered acceptable and complies with both 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.

3. The extension hereby permitted shall be built in external materials to match the existing dwellinghouse unless otherwise agreed in writing by the Local Planning Authority.

Reason: To protect the visual amenities of the locality and to comply with Policies D1 and D2 of the North Hertfordshire Local Plan 2011 to 2031.

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.

Informative/s:

Please note the applicant may wish to contact the managers of Jill Grey Place in respect of access in relation to the development. The contact details which have been provided by a third party are: Queens Gate Mews Residents Company Limited, registered office address of 6 Jill Grey Place, Hitchin SG4 9YH.

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