

DELEGATED FILE NOTE

CASE OFFICER: ...Mark Simmons.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00999/LBC	Strip existing roof, insulate and cover with new clay plain tiles in a ratio of 70:30 (Woburn Dark Lavenham and Lavenham) from the Lifestiles range.	3 Norton Way North Letchworth Garden City Hertfordshire SG6 1BY

Submitted Plan Nos

Location Plan

1.0 Policies

HE1	Designated heritage assets
SECN16	Conserve + enhance historic environment

2.0 Site History

- 2.1 **21/03244/FPH** - Erection of rear attached additions including pitched roof garden room, flat roof loggia link and reconstruction of flat roof bay following demolition of existing conservatory and bay. Insertion of rooflight over front elevation WC (as amended by drawing nos. P1B; P2C; P3C and P4B received on 01/03/2023).
Conditional Permission 27.04.2023

21/03245/LBC - Erection of rear attached additions including pitched roof garden room, flat roof loggia link and reconstruction of flat roof bay following demolition of existing conservatory and bay. Insertion of rooflight over front elevation WC (as amended by drawing nos. P1B; P2C; P3C and P4B received on 01/03/2023).

Conditional Consent 27.04.2023

23/02853/DOC - Details reserved by Condition 3 (Windows) of listed building consent application reference 21/03245/LBC granted on 27.04.2023.

Approval of Details 05.07.2024

93/01345/1LB - Demolition of chimney stack.

Refused 21.01.1994

93/00078/1LB - Rear Conservatory.

Consent 15.03.1993

93/00077/1 - Rear Conservatory.

Conditional Permission 15.03.1993

90/01080/1LB - Single storey side extension and erection of detached double garage.

Consent 06.09.1990

90/01079/1 - Single storey side extension and erection of detached double garage, following demolition of existing garages.

Conditional Permission 06.09.1990

90/00114/1 - Two storey side extension and detached double garage following demolition of existing garage.

Refused 29.03.1990

90/00115/1LB - Two storey side extension, detached double garage following demolition of existing garage.

Refused 29.03.1990

90/00044/1LB - Replacement UPVC windows.

Refused 29.03.1990

85/01005/1 - Erection of replacement detached garage.

Conditional Permission 26.07.1985

3.0 **Policies**

3.1 Policy HE1 of the North Hertfordshire Local Plan 2011 – 2031 is relevant as are the following paragraphs of Section 16 of the National Planning Policy Framework (Dec 2024):

- ☐ 135 c) (*sympathetic to local character and history, including the surrounding built environment*),
- ☐ 207 (*local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting*)
- ☐ 210 (*desirability of new development making a positive contribution to local character and distinctiveness*),
- ☐ 212 (*great weight should be given to the asset's conservation*),
- ☐ 213 (*clear and convincing justification*), and
- ☐ 215 (*harm should be weighed against the public benefits of the proposal including, where*

appropriate, securing its optimum viable use).

4.0 **Representations**

4.1 **Letchworth Garden City Heritage Foundation** – No comments received.

Press & site notices – No comments received.

5.0 **Planning Considerations**

5.1 **Site and Surroundings**

- 5.1.1 3 & 5 Norton Way North are grade II listed and located within the Letchworth Conservation Area. The buildings and the area are designated heritage assets for the purpose of applying the aims of the NPPF. The list entry is provided at the following link.

<https://historicengland.org.uk/listing/the-list/list-entry/1102825?section=official-list-entry>

5.2 **Proposal**

- 5.2.1 The application was originally described and advertised as: ***Strip existing roof, insulate and cover with new clay plain tiles (Val de Seine from Imerys Phelampin Tile range)***. However, following inspection of tile samples and comparing with alternatives from the Lifestiles range, the description has been amended to the following: ***Strip existing roof, insulate and cover with new clay plain tiles in a ratio of 70 : 30 (Woburn Dark Lavenham and Lavenham) from the Lifestiles range.***

5.3 **Key Issues**

- 5.3.1 The key issues are to assess the impact of the proposal on the listed building's special character and upon the character and appearance of the Letchworth Conservation Area.
- 5.3.2 This listed building is a pair of semi-detached houses which read as one distinct H-plan form. Built in 1906, these dwellings by Allen Foxley display many of the architectural attributes associated with early Garden City housing.
- 5.3.3 The submitted Heritage Statement says:

The applicant Miss Debbie Searle has pre-consulted with Kerry Andrews at North Hertfordshire District Council on their portal, who has agreed the tile as it has been satisfactorily used in other similar re-tiling projects. The owners of the adjoining property at 5 Norton Way South are fully aware of the project and are in agreement with it.

This is incorrect, in that the officer referred to is a Technical Support Officer and in validation letter dated 23 April 2026 this officer was reporting the views of the Council's Conservation Officer and which reads as follows:

The new tiles appear to be from the Imerys Phelampin Tile Range. Note, that when I dealt with the re-roofing of properties at Rushby Mead/Walk the Val de Seine in this range worked particularly well (this might be the same tile). If I am correct with this tile and if the applicant is happy to be 'tied' to this tile choice, then maybe the following suggested DoD works.

- 5.3.4 The fact that the applicant is seeking to 'extend the life of this heritage asset by the replacement of the roofing and by re-insulating the whole property' is commendable. It

is, however, unfortunate that the whole property is not being re-roofed at the same time to maintain a consistent front elevation where the patina of the tiled roof conveys a sense that this building is over a century old.

Impact on the listed building and conservation area

5.3.5 With reference to Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the following should be noted: *"In considering whether to grant listed building consent for any works the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special interest or historic interest which it possesses".*

5.3.6 Within a Conservation Area, the Council has a duty to pay special attention to the desirability of preserving or enhancing the character or appearance of that area, in accordance with Section 72 of the Listed Building and Conservation Areas Act (1990). Furthermore, Section 16 of the National Planning Policy Framework (NPPF) sets out guidance relating to sustaining and enhancing heritage assets.

5.3.7 The works were originally listed as follows:

- ☐ *Stripping of Existing Roof*
- ☐ *Re-battening and felting*
- ☐ *Insulation to modern requirements*
- ☐ *Cover with new tiles (Val de Seine from Imerys Phelampin Tile Range)*
- ☐ *New roof to reproduce ridge and valley form of the existing roof.*
- ☐ *At the boundary the new tiles to be "toothed" with the older tiles to number 5 Norton Way North.*

5.3.8 There has been considerable discussion between myself, the applicant and their roofing contractor regarding the merits or otherwise of a salvaging condition being imposed as part of this consent. There was a reticence on behalf the applicant to accept a potential tile salvaging condition, responding by email on 9 July as follows:

I am still very confused and not happy with the salvage part of the agreement. My understanding is that the main issue is that the tiles will look different to next door and using the salvaged tiles would potential eliminate this. However, Ian is adamant there will not be enough to do the whole of the front. I do not understand if there was sufficient for the front hip to be done what would be the advantage. They would not be adjacent to next doors and would look different to the rest of the house. The tiles are also 100 years old and their potential life expectancy is not good. I will have no guarantee on them and then have the additional cost of replacing them. The financial cost of sorting all of the tiles is another concern when I do not understand what the benefit will be.

5.3.9 I have given this much thought and the case made by the applicant and their roofer is reasonable and accepted. Considering the improvement to this application by the applicant agreeing to the 70:30 mix in the Lifestyles range, I have decided not to recommend the imposition of a tile salvaging condition but I have suggested a condition in case the applicant proposes a different mix to that stipulated once re-roofing works commence on site.

5.4 Alternative Options

5.4.1 As stated at 5.2.1 above, the application was originally described and advertised as: ***Strip existing roof, insulate and cover with new clay plain tiles (Val de Seine from Imerys Phelampin Tile range)***. However, following inspection of tile samples and comparing with alternatives from the Lifestyles range, the description has been

amended to the following: ***Strip existing roof, insulate and cover with new clay plain tiles in a ratio of 70 : 30 (Woburn Dark Lavenham and Lavenham) from the Lifestiles range.***

5.5 **Pre-Commencement Conditions**

5.5.1 Nonapplicable.

5.6 **Conclusion**

5.6.1 The proposal will alter the appearance of the listed building and create a noticeable change to the right-hand property, however, a justification for re-roofing has been provided and the principle of the works is acceptable. In my view, it would be unreasonable to withhold listed building consent until the adjoining owner is also able to undertake a re-roofing scheme.

5.6.2 The proposed tile mix is found to be acceptable. It is considered that the proposal (as amended) would not harm the special character of the listed building or the character and appearance of the Letchworth Conservation Area. It therefore complies with Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, Section 16 of the NPPF, and Policy HE1 of the North Hertfordshire Local Plan 2011–2031.

6.0 **Recommendation**

6.1 I recommend 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. Upon commencement of re-roofing, in the event that the ratio of Woburn Dark Lavenham and Lavenham tiles is proposed to be changed, the amended ratio shall be submitted to and approved in writing by the Local Planning Authority. Thereafter the re-roofing shall be undertaken in accordance with the alternative approved mix.

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.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 16 July 2026	