

DELEGATED FILE NOTE

CASE OFFICER: ...Tricia Craggs.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02750/LBC	Installation of 1no. door and window (Utility Room) to East Elevation to regularise Listed Building Consent 24/02342/LBC granted on 08.05.2025 and replacement of 2no. standard double-glaze timber windows (windows 12 and 18) with slimline double-glazed timber windows.	Manor Farm Church Lane Graveley Hitchin Hertfordshire SG4 7BN

Submitted Plan Nos

2543_WD_000 2543_WD_342 2543_WD_343 2543_WD_344 2543_WD_345

1.0 Policies

2.0 **Site History**

2.1 The most recent planning history the following is:

24/02342/LBC – Single storey rear extension and internal alterations (as amended by drawing nos. 10110 P05, 10340 P01, 10111 P05)

3.0 **Policies**

3.1 Section 16: Conserving and enhancing the historic environment of the National Planning Policy Framework (July 2021). Relevant paragraph numbers at Section 16 are as follows: 197, 199, 200 and 202.

Policy HE1 of the North Hertfordshire Local Plan 2011-2031.

4.0 **Representations**

4.1 **Graveley Parish Parish Council** – No objections.

Press & site notices – No comments received.

5.0 **Planning Considerations**

5.1 **Site and Surroundings**

Sitting to the north of Stevenage and to the east of Graveley Village, Manor Farm is part of the disparate hamlet of Chesfield. It is a 2.5mile drive to junction 7 of the A1M and Stevenage train station is serviced by both national and local rail services.

The Manor Farm is accessed via a private driveway from Back Lane, shared with the neighbouring buildings to the north. All of the surrounding land was once associated with the house and the older buildings would have serviced the house and farm. The house is located centrally on the plot, with a walled garden to the immediate west; this has been subdivided to create a Kitchen Garden to the southwest. Here the existing outbuildings sit on the east side of the north/south section of the Grade II listed boundary wall. The Grade II Listed Manor Farm sits to the northeast of the site. To the east is the Grade II * St Etheldrada, the remains of Chesfield Church which is also a Scheduled Monument

5.1.1 Manor Farm is a Grade II Listed home which has undergone a series of extensions and alterations over successive generations of use. The timber frame construction it sits over 4-storeys with Cellar, Ground, First and Attic storeys within the principle south range;

Ground and First floor to the rear service wing. Each wing has a staircase, with the historic stair tower still in use to the main range. Much of the south range has been brick clad and remodelled in the Queen Anne / early Georgian period. The rear wing has more of an Edwardian aesthetic. The north end of the service wing appears to have evolved with a single storey bay, later made two-storey and extended to the north. The hipped roofs are clad in plain clay tiles. Most of the windows are replacement painted softwood timber, although there are older sashes, and two phases of mullioned windows survive; 2 no early unglazed are no longer in use (stair tower and west elevation of north range) and a third, later window in the north range with diamond leaded metal casements, the window to the stair tower appears to be in its original location whilst the other two have been relocated to the rear range. The layout is complicated and reflects the evolving uses of the building, from Manor, to Farmhouse, split residences and part agricultural use.

The list description is copied below

GV II Manor house, now a farmhouse. C17, part demolished and remainder converted to a farmhouse in c.1770s, renovated and rear extensions C19. W wing timber frame, now with roughcast on 1st floor on N and E, exposed timbers on W side with brick infill, red brick ground floor casing on S and SW to match red brick of south wing. Steep old red tile hipped roofs. A 2-storeys and attics house facing S with a long 2-storeys W wing joined to its NW corner and linked only by a single-storey lean-to. The S wing has a 2-rooms, end chimneys, single-room-depth plan with an older very large projecting rearwall chimney to the W room and a large rear stair tower adjoining it on E. Entrance now by a gabled C19 low porch in the NW angle of the stair tower and the S wing. W wing has a large internal chimney a third from the N end a 3-cells plan later adapted to service rooms. S front has 2 windows to each floor. 3-lights casement windows on ground floor, 2-lights on 1st floor, and segmental arched heads on both floors. Sash windows to E end, stair tower, and C19 extension at rear. Near S end of W side of W wing is a 5-lights original moulded oak mullioned window on the ground floor. 3 tall diagonal shafts to rearwall chimney of S wing. Interior of W room of this wing said to have oak panelling. Stair of dog-leg plan, oak with square newels, moulded caps, and turned balusters. (RCHM (1911)93: VCH (1912)86: Pevsner (1977)149: RCHM Typescript). Listing NGR: TL2470027954

5.2 Proposal

5.2.1 The application is described as:

Installation of 1no. door and window (Utility Room) to East Elevation to regularise Listed Building Consent 24/02342/LBC granted on 08.05.2025 and replacement of 2no. standard double-glaze timber windows (windows 12 and 18) with slimline double-glazed timber windows.

5.3 Key Issues

5.3.1 The main issue is to consider the impact of the works on the special character of the listed building.

5.3.2 Windows are often a significant feature of listed buildings. They strongly contribute to a building's interest and appearance. Any changes can noticeably alter how the building

and area looks. There is much by the way of guidance provided by local planning authorities which discourages the installation of double-glazed windows into listed buildings and whilst North Herts does not have specific guidance on this matter, it is important that the following are considered when considering replacement of windows:

- ☐ Evidence of craftsmanship
- ☐ Use of old or rare materials
- ☐ Detail of design

If the existing windows contribute positively to the building's special character and the frames are capable of repair, this should normally be the way forward.

Impact on the listed building

- 5.3.8 The application seeks to replace two modern windows referred to as 12 and 18 and a new door and window to the east elevation at ground floor level.
- 5.3.9 Previous permission has been granted for the replacement of window 12 within Listed Building Consent 24/02342/LBC. This application seeks to add a horizontal glazing bar to this window.

This is considered to be supportable as it only affects modern fabric i.e. the new window and would be more in keeping with the overall appearance of the listed building.

- 5.3.10 There are no objections to the replacement of the existing modern window identified as window 18 with a new timber double glazed unit as this does not see the loss of historic fabric of significance and the proposed window is of sympathetic design and materials.
- 5.3.11 The new east facing door and window to the Utility was approved previously (24/02342/LBC) but omitted from the plans and this application seeks to rectify that omission and therefore no objections are raised..

5.4 Alternative Options

- 5.4.1 None.

5.5 Pre-Commencement Conditions

- 5.5.1 None applicable.

5.6 Conclusion

- 5.6.1 It is considered that the proposal will not occasion harm to the listed building's special character. The proposal, thereby, satisfies the provisions of Sections 16(2) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the aims of Section 16 of the NPPF and the aims of Policy HE1 of the North Hertfordshire Local Plan 2011-2031.

6.0 Recommendation

- 6.1 I recommend that listed building consent be **GRANTED**.

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.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 12 January 2026	

