

DELEGATED FILE NOTE

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

**APPLICATION
REFERENCE**

**BRIEF DESCRIPTION OF
DEVELOPMENT**

APPLICATION SITE

25/02903/LBC

Installation of ensuite at first floor and
associated roof light to north elevation

The Old Cottage
West Lane
Offley
Hitchin
Hertfordshire
SG5 3AJ

Submitted Plan Nos

Location Plan Site Plan Proposed Floor Plan Proposed East Elevation Proposed North Elevation

1.0 Policies

HE1 Designated heritage assets

2.0 **Site History**

2.1 Although not the most recent planning history the following is most relevant:

17/01919/1LB – External alterations to front (south-east) elevation including alterations to the front entrance and replace softwood painted cladding with lime render on lower floor.

19/01605/CCON - Remove softwood painted cladding to north-east, north-west and south-west elevations, repair timber frame where necessary and apply insulation boards prior to applying lime render

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 **Offley Parish Council** – No comment received.

Press & site notices – No comments received.

5.0 **Planning Considerations**

5.1 **Site and Surroundings**

5.1.1 The Old Cottage West Lane is located within the Offley Conservation Area. The character of the conservation area is essentially linear settlement along Kings Walden Road. Buildings in Great Offley are generally soft red or red-dominated multi brick although there is flint and stone of St Mary Magdalene. Most of the buildings are set back from the road behind gardens or driveways allowing good visibility of building when moving along the street.

OFFLEY WEST LANE TL 1426 (North side) Great Offley
13/133 No. 2/4/6 -
GV II

House. C17 or earlier, altered to 3 estate cottages in C19, renovated in 1980s. Timber frame on brick sill, exposed only inside, white weatherboarded. Steep pitched roof formerly thatched but now of red tile. A 1 1/2-storeys building facing N with continuous rear outshot facing the lane. 2 large internal chimneys the tops rebuilt in 1980s with 2

diagonal square shafts. Gabled central front projection with glazed double doors. 2-lights, small-pane casement windows (renewed). Interior has stout timber frame exposed on line of old rear wall.

Listing NGR: TL1431926964

House. Built in late C18 as semi-detached pair. Chequered red brick front to timber frame. Plain tile roof. 2 storeys. 3 camber-headed windows with recent leaded casements. 2 blocker central doors changed to narrow windows. The gable ends have identical external oven-chimney stacks with sloping and tiled offsets, and square tiled oven bays at the front corners.

5.2 Proposal

- 5.2.1 The application is described as: ***Installation of ensuite at first floor and associated roof light to north elevation.***

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 and upon the OCA.

Impact on the listed building

- 5.3.2 The proposed internal alterations are supported as it would not see loss of historic fabric of significance nor alter any historic floor plan.
- 5.3.3 The installation of a conservation style roof light to north/rear elevation to a modern tiled roof is considered to cause no harm to the character and appearance or significance of the listed building due to the size, type and location of the rooflight.

5.3.4 Impact on the character of the Offley Conservation Area

Due to the location and type of rooflight there is no harmful impact on the character of the conservation area.

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 or harm the character or appearance of the Offley Conservation Area. 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.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 11 February 2026	