

Mr C McCrae
Campbell McCrae Ltd
Chapel House
5 The Stiles
Godmanchester
Huntingdon
PE29 2JF

Our Ref: 26/01767/DOC
Contact: Mark Simmons
Direct Line: 01462 474685
Email: mark.simmons@north-herts.gov.uk

Date: 6 August 2026

Dear Mr McCrae,

**Details of Condition: Details reserved by Condition 3 (Basement Window Survey) of listed building consent reference no 25/02465/LBC granted 15.01.2026.
Upton House, Baldock Street, Royston, Hertfordshire, SG8 5AY**

Please quote the following reference: 26/01767/DOC on all correspondence.

I refer to your application which was received on **6 July 2026**, and which seeks approval of works pursuant to Condition 2 (Photographic Survey -Area of Staircase) of Listed Building Consent ref: **25/02465/LBC** granted 15.01.2026 which reads as follows:

Prior to the commencement of works a photographic window survey of all existing basement windows shall be submitted to the Local Planning Authority.

I am aware that the Senior Conservation Officer emailed you on 30 July stating the following:

Whilst noting your comment that all basement windows are the same and windows to New Offices 2, 3 and 4 all seem to be the same width, there is a different size window to the Plant Room. I suggest that for the avoidance of doubt, a more comprehensive window survey is sought, even if as you say, they appear similar, before I consider putting this application through for signing off. I suggest these photos are annotated with reference to the proposed room in which they are located.

I note your response today (below) and which included additional photos:

Unfortunately, they were taken (by others) in the dark, and with the benefit only of a torch (and a camera from the 1900's seemingly). As such, the original image quality is poor. However, it is clear from the photos that these are of no age or historic value. I have however, used some enhancement software to increase the resolution of some of the images and attach these "enhanced" photos also should you find these useful.

The Senior Conservation Officer is satisfied that the photos provided with your covering letter dated 6 July 2026 and with your email today, are acceptable, and I confirm on behalf of the Local Planning Authority that the photos meet the requirements of Condition 3.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Greaves', written in a cursive style.

Shaun Greaves
Development and Conservation Manager

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