

DELEGATED FILE NOTE

CASE OFFICER: ...Alex Howard.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/01558/LBC	Partially replace roofing, re-bed existing roof tiles, repoint chimney stack, installation of insulation boards to all external walls and re-rendering after removal of existing cementitious and loose render and replace existing fenestration. Installation of replacement Brett Martin cast-iron effect rainwater goods. Internal works to walls and ceilings (as amended by drawing nos. L04 Rev B & L-05 Rev B and as amplified by Heritage Assessment, Schedule of Works, Photographic Schedule and Room Identification Plans February 2025 (Rev A) received on 22.09.2025).	Old Sextons Sandon Buntingford Hertfordshire SG9 0QX

Submitted Plan Nos

L-01 Rev A L-02 Rev A L-03 Rev B L-04 Rev B L-05 Rev B

1.0 Policies

HE1 Designated heritage assets

SECN16 Conserve + enhance historic environment

2.0 Site History

2.1 N/A

3.0 Representations

3.1 Conservation Officer – See below

4.0 Planning Considerations

4.1 Site and Surroundings

4.1.1 The site is Old Sextons; a grade II listed building located within the Sandon Conservation Area. The list entry reads as follows:

“SANDON CHURCH END TL 33 SW (East side) Sandon 7/52 Old Sextons 27.5.68 (formerly listed as Sexton’s Cottage) GV II House, formerly a church house. Early to mid C16, altered C18. Timber frame on brick base, roughcast. Tiled roof. 3 cells. 2 storeys. Jettied to 3 sides. Entrance front has door to left of centre with flanking small casements, single lights, flush frames. Further right a 12 pane horizontal sliding sash, another entrance and a 2 light casement to far right where jetty is underbuilt. First floor 1 and 2 light casements and 2 horizontal sliding sashes. Curved brackets to jetty. Dragon beams at left end to road which has a ground floor 2 light casement, hipped roof. To rear: a ground floor horizontal sliding sash and 2 single light casements, a red brick projection, probably an oven, with a tile coping. First floor 1 and 2 light casements and a horizontal sliding sash. C18 red brick relocated internal stack behind ridge between 2 bays nearest road. Right gable end is unjettied, exposed plates and purlins. Interior: close studding, braces from jowled posts, moulded timber lintels to 2 fireplaces.”

4.2 Proposal

- 4.2.1 Listed Building Consent is sought to partially replace roofing, re-bed existing roof tiles, repoint chimney stack, installation of insulation boards to all external walls and re-rendering after removal of existing cementitious and loose render and replace existing fenestration. Installation of replacement Brett Martin cast-iron effect rainwater goods. Internal works to walls and ceilings (as amended by drawing nos. L04 Rev B & L-05 Rev B and as amplified by Heritage Assessment, Schedule of Works, Photographic Schedule and Room Identification Plans February 2025 (Rev A) received on 22.09.2025).

4.3 Key Issues

- 4.3.1 The key issue in this case is the proposed developments impact upon the character and appearance of the relevant designated heritage assets.
- 4.3.2 The site is within a Conservation Area, and the property is Grade II listed. Section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires that in the exercise of planning powers in conservation areas “*special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area*”. In terms of listed buildings Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires that where considering whether to grant planning permission for development which affects a listed building, or its setting special regard shall be had to the desirability of preserving the building or its setting or any features of special architectural interest which it possesses.
- 4.3.3 The Council’s Conservation Officer provided a formal comment on the 18th September 2025, considering the proposal following a site visit with the applicants agent. The response goes into detail about all relevant elements of the proposal, raising no objections to all elements apart from the replacement of existing windows. Following further negotiation with the applicants agent, amended plans and further supporting information was sought and the Conservation Officer provided a second formal comment on the 23rd September 2025, stating as follows:

*“I raise **NO OBJECTION** on the basis that the proposal will satisfy the provisions of Sections 16(2) (LBC), 66(1) (FPH) and 72(1) (both) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and the aims of Section 16 of the NPPF and Policy HE1 of the North Hertfordshire Local Plan 2011-2031.”*

- 4.3.4 Consultation with the Conservation Officer has provided wording for seven conditions, covering several elements of the proposed works to this building, which are considered reasonable and have been agreed with the applicant. As such, the scheme is considered acceptable and will not occasion harm to the listed building’s special character/significance or the Conservation Area, in accordance with the Policy HE1 of the Local Plan and Section 16 of the NPPF.

4.4 Conclusion

- 4.4.1 The proposed development is acceptable in heritage terms, in accordance with Policy HE1 of the Local Plan and Section 16 of the NPPF.

4.5 Alternative Options

4.5.1 N/A

4.6 Pre-commencement Conditions

4.6.1 The applicant has agreed to the proposed pre-commencement conditions.

5.0 Recommendation

5.1 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. All clay tiles capable of being salvaged from the South (front) Elevation roof shall be stored on site and used in the re-roofing with any shortfall made up with Sahtas Brookhurst handmade clay roof tiles unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

3. All new windows / external doors/ frames shall be manufactured in timber unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

4. Notwithstanding the submitted drawings and as amplified by Heritage Assessment, Schedule of Works, Photographic Schedule and Room Identification Plans February 2025 (Rev A) received on 22.09.2025, windows W3, W8, W9, W11, W13, W14, W16 and W18 shall be retained unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

5. Notwithstanding the window section drawings submitted with the Heritage Assessment, Schedule of Works, Photographic Schedule and Room Identification Plans February 2025 (Rev A) received on 22.09.2025, the new windows shall receive 'through bars' rather than a 'spacer' and a 1:1 detail section of the glazing system including glazing bar profile shall be submitted to and approved in writing by the Local Planning Authority prior to the manufacture of the windows. Thereafter, the windows shall be installed in accordance with the approved details.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

6. The new rainwater goods shall be Brett Martin cast-iron effect with 112mm diameter half-round gutters and 68mm diameter downpipes and finished in black unless otherwise agreed and approved in writing by the Local Planning Authority.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Policy HE1 of the Local Plan.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 26 September 2025	