

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/01462/LBC	Removal of 3 internal partition walls. Insertion of 2 no. ground floor, (rear west elevation), double glazed windows in white uPVC and replacement of 3 no. single glazed roof lanterns to office Suites 3 and 4	Suite 3 34 Bancroft Hitchin Hertfordshire SG5 1LA

Submitted Plan Nos

01 02 03 04 05 06

1.0 Policies

HE1 Designated heritage assets

SECN16 Conserve + enhance historic environment

2.0 **Site History**

2.1 No history recorded.

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 **Press & site notices** – No comments made.

5.0 **Planning Considerations**

5.1 **Site and Surroundings**

5.1.1 Suite 3 34 Bancroft Hitchin SG5 1LA

34 Bancroft is a Grade II listed building and the list description is below:

1. 5255 BANCROFT (West Side) No 34 TL 1829 SE 4/8 15.4.51. TL 1829 BE 5/8

II GV

2. Hid C18 brick house of 2 storeys It facade re-faced.). Brick string between floors, moulded brick cornice below a parapet, which curves down at each end and is capped in the centre by a small. pediment crowning a slightly projecting central bay. The carved wooden door-code has a rusticated architrave with long-and-short sides and multiple splayed keystone beneath a small pediment; the door, with six fielded panels in its upper half, is recessed back between similarly panelled reveals. 5 windows in broad flush frames, sashes with glazing bars, louvered shutters.

No 30 and Nos 32 to 34 (consec) form a group.

Listing NGR: TL1853229491

It is also located within the Hitchin Conservation Area.

5.2 **Proposal**

5.2.1 The application is described as:

Removal of 3 internal partition walls. Insertion of 2 no. ground floor, (rear west elevation), double glazed windows in white uPVC and replacement of 3 no. single glazed roof lanterns to office Suites 3 and 4

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 Hitchin Conservation Area.

5.3.2 Roof alterations that include material changes and the addition of dormers or rooflights can potentially affect the character and significance of listed buildings and conservation areas. They strongly contribute to a building's interest and appearance. Any changes can noticeably alter how the building and area looks.

Guidance on Alterations to Listed Buildings IHBC Toolbox Guidance Note GN2021/1 - January 2021

5.3.3 At 5.1.1 it states:

A building derives much of its character and appearance from its roof. Roofs often contain the oldest and least altered parts of a building. Alterations should respect what survives in its original form and any later positive evolutionary changes of definite quality should also be retained and not altered.

5.1.2 The removal of unsympathetic past alterations such as an ill-proportioned mansard or additional floor should be encouraged but this should always be based upon firm evidence of the original state of the roofs and any associated features such as parapets, dormers and chimneys, etc. Photographic records and plans in national or local archives may provide the necessary evidence in support

Impact on the listed building

5.3.4 Internal alterations

There are no objections to the removal of the non-structural partition walls as this would see the loss of historic fabric of significance.

5.3.5 External alterations

There are no objections to the replacement of the existing rooflight. The proposed rooflights that are sympathetic in design and appearance and for this reason will not have a harmful impact on the character and significance of the listed building nor that of the conservation area.

The proposed two new windows in the west elevation are modest in size and the design is sympathetic. The use of upvc is already present in this elevation.

The proposal is considered not to cause harm the listed building or Hitchin Conservation Area for the reasons given above.

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 on this occasion harm to the listed building's special character or harm the character or appearance of the Hitchin 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  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 5 August 2025	