

DELEGATED FILE NOTE

CASE OFFICER: ...Andrew Hunter.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/01192/LBC	Change of use from Office to create one studio flat. Replace existing roof to include installation of No.3 side elevation rooflights and No.2 dormer windows. Internal alterations.	91C Bancroft Hitchin Hertfordshire SG5 1NQ

Submitted Plan Nos

PL-TRD-2416 - A1/02 PL-TRD-2416 - A2/02

1.0 Policies

HE1	Designated heritage assets
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SECN16	Conserve + enhance historic environment
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2.0 **Relevant Site History**

- 2.1 15/01917/1LB - Provision of two new dormer windows, one rebuilt dormer window and rooflight in front roofslope; insertion of rooflights in rear roofslope; addition of pitched roof to existing rear flat roof extension and first floor rear extension together with addition of ground floor rear window and internal alterations to create 4 flats and conversion of basement to 1 apartment (as amended by plan nos. DP634 01C, 02D and 04 B) – Approved 15/10/15.
- 2.2 15/01916/1 - Provision of two new dormer windows, one rebuilt dormer window and rooflight in front roofslope; insertion of rooflights in rear roofslope; addition of pitched roof to existing rear flat roof extension and first floor rear extension together with addition of ground floor rear window to facilitate change of use from office to residential to create 2 x 2-bedroom flats and 2 x 1 bedroom flats and conversion of basement to 1-bed studio apartment (as amended by plan nos DP634 01 C, 02 D and 04B) – Approved 15/10/15.
- 2.3 15/00147/1 - Provision of new dormer windows and one rebuilt dormer window to front elevation and new rooflights at front and rear together with addition of pitched roofs to existing rear flat roof extensions to facilitate change of use from office to residential to create 4 x 2-bedroom flats; conversion of basement to 1-bed studio apartment; erection of 1 x 2-bed house with deck amenity space following demolition of existing detached garage and wall – Refused 2/4/15 for:
1. By reason of the siting, scale and inappropriate design of the proposed extensions and the new detached dwelling the proposed development would have an adverse impact on the visual amenities of the locality and would result in an overdevelopment of the site. The development would fail to provide a sufficiently high quality and inclusive design that would function well and add to the overall quality of the area. Furthermore and as a result of its scale, design and siting, the proposed development would adversely affect the setting of adjacent listed buildings and the setting of the Hitchin Conservation Area as designated historic assets. As such, the proposed development would be contrary to the advice in sections 7 and 12 of the National Planning Policy Framework.
- 2.4 12/00537/1LB - Internal and external alterations to building to facilitate conversion from offices to residential use. Two storey rear extension to number 93A Bancroft – Approved 8/5/12.
- 2.5 12/00536/1 - Two storey and single storey extensions following partial demolition and alterations to existing building to create one retail unit (use class A3) and 4 one bedroom flats, one studio flat and 2 two bedroom flats (variation to conditions 4 and 5 of 11/03020/1 granted permission 16/02/12 in addition to alteration to entrance to flat 6) – Approved 8/5/12.

2.6 11/03021/1LB - Internal and external alterations to building to facilitate conversion from offices to residential use. Two storey rear extension to number 93A Bancroft. (Amended plan received 14.02.12) – Approved 16/2/12.

2.7 11/03020/1 - Two storey and single storey extensions following partial demolition and alterations to existing building to create one retail unit (use Class A3) and 4 one bedroom flats; one studio flat; and 2 two bedroom flats. (Additional plan received 18.01.12 and amended plan received 14.02.12) - Approved 16/2/12.

3.0 **Representations**

3.1 **Conservation Officer** – No objection.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site is a 2 storey rear projection which is part of a larger Grade II listed building. The first floor that is the subject of this application is used as an office and loft space, and is accessed from a ground floor entrance (a bathroom is also on the ground floor).

4.1.2 The rear projection is within a car park and yard area at the rear of Nos. 91 and 92, which has a gated entrance. Nearby properties accessed from the car park are a mix of residential and commercial.

4.1.3 The site is central Hitchin, which overall has a commercial character. A supermarket is to the rear. Nearby uses to the north and south are commercial and residential. The site is in a Conservation Area. Listed buildings are nearby to the south and west.

4.2 **Proposal**

4.2.1 The change of use of the first floor (including ground floor entrance and stairs) to a studio flat (Use Class C3). The roof would be re-built. Two new dormers and three new rooflights would be added to the new roof. Internal alterations on the ground and first floors are proposed to facilitate the conversion. The flat would be accessed from the rear car park. The flat would not have any parking provision.

4.2.2 The application was accompanied by parallel planning application 25/01190/FP which is for the change of use and external alterations.

4.3 **Key Issues**

4.3.1 The key material considerations are whether the proposal is acceptable on heritage grounds regarding its impacts on the significance of the listed building as a designated heritage asset. This is set out in Section 16 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

4.3.2 The proposed works are overall considered to be of a small scale, with none of the fabric of the building to be altered considered to be of such significance that this will be harmful. Externally and internally, on the basis of the comments from the Conservation Officer, the proposed works are considered sympathetic to and in keeping with the special significance and character of the listed building.

4.3.3 It is not considered that the application harms the significance of the designated heritage asset the subject of this application. The impacts of the proposal on the

character and appearance of the building and its significance as a designated heritage asset are therefore considered acceptable. The proposal complies with Policies SP13 and HE1 of the Local Plan, and Section 16 of the NPPF.

4.4 **Conclusion**

- 4.4.1 The proposed works are therefore considered to preserve the significance of the listed building as a designated heritage asset.

5.0 **Recommendation**

- 5.1 To **GRANT** listed building consent 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. 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.

3. Full joinery details of the proposed new timber doors/windows to a metric scale and 1:1 scale drawings of the proposed glazing bars hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority before any works are commenced/prior to manufacturing of the doors.

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 <i>S. Kasparian</i> Sarah Kasparian	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 10 July 2025	