

DELEGATED FILE NOTE

CASE OFFICER: ...Tabitha Kaye.....

**APPLICATION
REFERENCE**

**BRIEF DESCRIPTION OF
DEVELOPMENT**

APPLICATION SITE

26/01117/FP

External maintenance works

12 High Street

Hitchin

Hertfordshire

SG5 1BH

Submitted Plan Nos

26-035-BS-01 26-035-BS-02 26-035-BS-03 26-035-BS-04

1.0 Policies

SECN12

Achieving well-designed places

SECN14

Meeting climate change,coastal,flooding

SECN16 Conserve + enhance historic environment

SP9 Design and Sustainability

SP13 Historic environment

D1 Sustainable design

D3 Protecting living conditions

HE1 Designated heritage assets

HE3 Non-designated heritage assets

ETC4 Primary Shopping Frontages

2.0 **Relevant Site History**

2.1 **19/03074/FP:** Removal of 1no. ATM and reinstatement of stonework to front elevation. **Conditional Permission.**

2.2 **15/02034/1:** Two replacement ATM points. **Conditional Permission.**

2.3 **13/00604/1:** Condenser unit on rear court roof (adjacent to existing plant). **Conditional Permission.**

- 2.4 **97/00330/1:** Raise two sills and reduce height of two windows to High Street elevation to facilitate installation of 2 replacement cash dispensers. **Conditional Permission.**
- 2.5 **93/00612/1:** External alterations to include modification to main entrance and repositioning of cash dispenser and night safe. **Conditional Permission.**
- 2.6 **84/01655/1:** Installation of automatic cash dispenser in brand street elevation. **Conditional Permission.**

3.0 **Representations**

- 3.1 **Site Notice and Neighbour Consultation** – No comments received.
- 3.2 **NHC Conservation** – No objection – suggested condition

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site accommodates Natwest Bank, situated on the intersection between High Street and Brand Street, Hitchin. The bank branch covers the ground floor, with associated offices and storage occupying the upper floors. Neighbouring properties are commercial.
- 4.1.2 The site is within the Hitchin settlement boundary and the Hitchin Conservation Area. The site is within a Primary Shop Frontage Area. The Hitchin Register of Buildings of Local Interest (2011) identifies 12 High Street as a non-designated heritage asset.

4.2 **Proposal**

- 4.2.1 External maintenance works.

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are as follows:
- Design and impact on the Historic Environment;
 - Impact on neighbour amenity;

- Highways and parking matters;
- Impact on the environment;
- Biodiversity Net Gain (BNG).

Design and Impact on the Historic Environment

- 4.3.2 Policy D1 of the North Herts Local Plan (NHLP) require that development proposals respond positively to the site's local context. Policy D1 is broadly consistent with Section 12 of the National Planning Policy Framework (NPPF). Policy ETC4 states that permission for proposals within the Primary Shop Frontage Area will be granted where the proposal does not detract from retail function of the locality.
- 4.3.3 Policy HE1 emphasises how permission will be refused where proposals would cause substantial harm or a loss of significance to a Heritage Asset - in this case, the Hitchin Conservation Area - and permission should be refused unless it can be demonstrated that the proposal is necessary to deliver considerable public benefits to outweigh this harm or loss. Policy SP13 emphasises how great weight will be given to the potential harms to the significance of heritage assets, seeking their conservation and management of their setting. These policies comply with the LPA's statutory duty under s.72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and are broadly commensurate with Section 16 of the NPPF.
- 4.3.4 The Hitchin Register of Buildings of Local Interest 2011 identifies 12 High Street as a non-designated heritage asset (NDHA). Policy HE3 supports the retention and preservation of NDHAs in principle. Paragraph 216 of the NPPF states that applications directly impacting non-designated heritage assets should consider how the proposal would impact the significance of the heritage asset.
- 4.3.5 The submitted Design and Access Statement (April 2026) summarises the maintenance works as follows:
- A. Full refurbishment of main roof including pitched and central crown portions;*
 - B. Full refurbishment of flat roofs;*
 - C. Localised repairs to pitched roof projection;*
 - D. Repair and decoration of cast iron rainwater goods to front elevations;*
 - E. Replacement of rainwater goods to rear elevations;*
 - F. Repair and decoration of louvre screen and door leading to Plant Room;*
 - G. Replacement of defective roof-lights and roof window;*
 - H. Repair defective edge protection to rear flat roof;*
 - I. Brickwork repairs and re-pointing to chimneystack;*
 - J. Repair and decoration of high-level section of render to party wall;*
 - K. Monitor internal cracking at first floor level;*
 - L. Refurbishment of pavement lights;*
 - M. Damp proofing works at basement level;*
 - N. Cost option to repair and decorate the windows to upper floor on front facing elevations;*
 - O. Internal making good and decoration.*

- 4.3.6 As confirmed by the Conservation Officer, the majority of the works would be remedial and would neither have an adverse impact on the character of 12 High Street, nor the Hitchin Conservation Area. To ensure that the works would have an acceptable impact upon the character of the non-designated heritage asset, the Conservation Officer has suggested conditions relating to details of the domed roof lights and the single timber framed roof window to the flat roof refurbishments.
- 4.3.7 Regarding the impact upon the historic environment, the proposed development accords with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policies SP13, HE1, HE3, D1 and ETC4 of the NHLP, as well as Sections 12 and 16 of the NPPF.

Impact on Neighbours

- 4.3.8 Due to the remedial nature of the proposal, and the site's location in a commercial area, there would be no neighbour amenity impacts as a result of the development.

Highways and Parking

- 4.3.9 Due to the nature of the proposal, there would be no highway safety impacts as a result of the development.

Environmental Implications

- 4.3.12 Policy D1 of the NHLP outlines the Council's commitment to supporting climate change mitigation through the requirement for schemes to incorporate the principles of 'sustainable design'; with which the proposal is commensurate with. Policy D1 is broadly consistent with the aims of Section 14 of the NPPF. There are no other environmental implications as a result of the proposed development.

Biodiversity Net Gain (BNG)

- 4.3.13 This is a form of development which is exempt from BNG Legislation, defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 due it falling under the scope of the 'de minimis' exemption.

4.4 **Conclusion**

- 4.4.1 In the absence of material planning reasons to the contrary it is my view that planning permission is **GRANTED**.

4.5 **Alternative Options**

- 4.5.1 None.

4.6 **Pre-Commencement Conditions**

4.6.1 None.

5.0 **Recommendation**

5.1 That planning permission be **GRANTED**, subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

3. Details of materials and construction methods for the domed rooflights to the central crown of the main roof, hereby approved, 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 non-designated heritage asset, 12 High Street, and the Hitchin Conservation Area to comply with Policies SP13 and HE1, and HE3 of the North Hertfordshire Local Plan 2011 to 2031.

4. Details of materials of the replacement single timber framed roof window on flat roof, 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 non-designated heritage asset, 12 High Street, and the Hitchin Conservation Area to comply with Policies SP13 and HE1, and HE3 of the North Hertfordshire Local Plan 2011 to 2031.

Biodiversity Net Gain

This development is not subject to the statutory Biodiversity Gain Plan condition because it is considered exempt under the statutory exemptions (<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>) or transitional arrangements in respect of the biodiversity gain condition.

Proactive Statement:

Planning permission has been granted for this proposal. Discussion with the applicant to seek an acceptable solution was not necessary in this instance. The Council has therefore acted proactively in line with the requirements of the Framework (paragraph 38) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 23 June 2026	