

DELEGATED FILE NOTE

CASE OFFICER: ...Thomas Howe.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02432/LBC	Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form a new single storey part-enclosure to courtyard and first floor extension. Alterations to fenestration. Internal and external alterations.	Codicote House The Park Heath Lane Codicote Hitchin Hertfordshire SG4 8YU

Submitted Plan Nos

5291-VGPA-CH-XX-DR-PL-0001 Rev P01 CDH-BMD-Z1-XX-DR-A-12106 P1 CDH-BMD-Z1-01-DR-A-11131 P1 CDH-BMD-Z1-00-DR-A-11130 P3 CDH-BMD-Z1-01-DR-A-11138 P3 CDH-BMD-Z1-00-DR-A-11137 P3 CDH-BMD-Z1-XX-DR-A-12105 P5 CDH-BMD-Z1-02-DR-A-11136 P3 CDH-BMD-Z1-02-DR-A-11135 P2 CDH-BMD-Z1-XX-DR-A-18163 P2 CDH-BMD-Z1-XX-DR-A-18164 P1 CDH-BMD-Z1-XX-DR-A-18165 P2 CDH-BMD-Z1-XX-DR-A-18160 P3 CDH-BMD-Z1-XX-DR-A-18162 P3 CDH-BMD-Z1-XX-DR-A-18161 P3

1.0 **Policies**

HE1	Designated heritage assets
SECN16	Conserve + enhance historic environment

2.0 **Site History**

Pending:

- 2.1 25/02431/FPH - Removal of the existing modern spiral staircase and raising of the existing courtyard garden walls in matching brickwork to form a new single storey part-enclosure to courtyard and first floor extension. Alterations to fenestration and external alterations. – Pending
- 2.2 25/02434/LBC - Erection of a brick garden room and covered outdoor patio area, together with internal alterations and alterations to the garden levels and paving. – Pending
- 2.3 25/02433/FPH - Erection of a brick garden room and covered outdoor patio area, together with internal alterations and alterations to the garden levels and paving. – Pending

Determined:

- 2.4 22/01879/FPH - External modifications to lobby entrance of service range. Erection of a new brick garden room and abutting metal-framed covered external seating area to west elevation of the service range. Alterations to the garden levels and paving to the west of the service wing (as amended by drawing nos. 11150 P2; 11151 P2, 12107 P2; 12159 P2; 18140 P2 and 18141 P2 and amplified by drawing no. 12202 P3 all received on 22/11/2022). – Conditional Permission
- 2.5 22/01880/LBC - External modifications to lobby entrance of service range. Enlargement of rear door opening to service wing and insertion of french doors with side lights. Erection of a new brick garden room and abutting metal framed covered external seating area to west elevation of the service range. Internal alterations to ground floor of service wing (as amended by drawing nos. 11150 P2; 11151 P2; 12107 P2; 12159 P2; 18140 P2 and 18141 P2 and amplified by drawing no. 12202 P3 received on 22/11/22) . – Conditional Consent
- 2.6 22/02844/FPH - Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form single storey part-enclosure to courtyard and two storey gable addition – Conditional Permission

- 2.7 22/02845/LBC - Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form single storey part-enclosure to courtyard and two storey gable addition. Internal and external alterations. – Conditional Consent

- 2.8 Various other applications for works.

3.0 **Representations**

3.1 **Conservation Officer – No Objection:**

*"I am satisfied that although the Built Heritage Statement Addendum by RPS is dated October 2022 and that no up-to-date Design & Access Statement has been submitted either (June 2019) these documents formed part of the decision-making process for previous appn refs: 19/015078/FPH & 19/01579/LBC and then again under refs:22/02844/FPH & 22/02845/LBC. Nothing would be gained in my opinion by requesting up-to-date documents other than where Local Plan policy and the NPPF are referenced. With this in mind, the current proposal is considered **UNOBJECTIONABLE.**"*

Recommends condition.

- 3.2 Neighbours: N/A

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site comprises No. 7 Bancroft. A unit most recently in use as office space as a single entity. The list entry for No. 6-8 Bancroft reads as follows:

"Mid-C18 brick house of 2 storeys surmounted by a parapet below a steep tiled roof with three gabled dormers. Ground floor, modern shopfronts, an old carriage-way through a slightly recessed section of the facade at the Northern end. 4 windows (including one in this recessed section), all Venetian except the central window of the main facade, which has a rounded head but no side lights."

4.2 **Proposal**

- 4.2.1 Listed Building Consent is sought for: Removal of the existing modern spiral stair and raising of the existing courtyard garden walls in matching brickwork to form a new single storey part-enclosure to courtyard and first floor extension. Alterations to fenestration. Internal and external alterations.

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are the impact the proposed removal of the spiral stair case, and extension works would have on the character and appearance on the grade II listed building and the Codicote Conservation Area.
- 4.3.2 The Conservation officer advised no objection to the proposed development. The Conservation officer considers that the proposed works would not significantly detract or impact on the listed building to merit an objection. Impacts to the historic fabric from the development, and to the setting and significance of the heritage asset would

therefore not be unacceptable. The applicant has agreed to the recommended conditions, and therefore, subject to their implementation, I do not consider that the proposal would detract from the heritage asset.

- 4.3.3 The impacts of the proposal on the character and appearance of the building and its significance as a designated heritage asset are considered acceptable.

4.4 **Conclusion**

- 4.4.1 The proposals are acceptable in listed building terms.

4.5 **Alternative Options**

- 4.5.1 None applicable.

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. The natural slate for the two-storey extension roof shall match as closely as possible that of the host building 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 grade II listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

3. A sample panel of the brick type, bond and mortar mix for the two-storey extension and the raising of the service courtyard walls, shall be erected on site close to the service wing for comparison purposes, thereafter, shall be available for inspection and approved in writing by the Local Planning Authority prior to the construction of new brickwork.

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

4. A sample of the cast stone copings for the top of the service courtyard walls shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of that part of that part of the alterations hereby consented.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of this grade II listed building under Section 16 of the

Planning (Listed Buildings and Conservation Areas) Act 1990.

5. Notwithstanding the approved plans, full construction details as to how the 4no. steels supporting the sedum roof and two-storey extension will be supported off the South Elevation of the service range (for instance concealed pad stones) shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of that part of that part of the alterations hereby consented.

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

6. All new windows (numbered 5 and 6 on approved drawing no.18161 Rev P3) shall be double glazed 'slimlite' units and in the case of Window 5 this shall be a true vertically-sliding sash with integral (not applied) glazing bars and a 1:1 scale drawing of the glazing bar profile shall be submitted to and approved in writing by the Local Planning Authority prior to the installation of Window 5.

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

7. Full details as to the method for making Window 19 'blind' on approved drawing no.18161 Rev P3 by installing a reversible lining to the bedroom side shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of that part of that part of the alterations hereby consented.

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

8. All new windows (numbered 5 and 6 on approved drawing no.18161 Rev P3) shall be double glazed 'slimlite' units and in the case of Window 5 this shall be a true vertically-sliding sash with integral (not applied) glazing bars and the profile of the glazing bars shall be submitted to and approved in writing by the Local Planning Authority prior to the installation of Window 5.

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

9. Notwithstanding the note relating to point 21 on approved drawing no.18161 Rev P3, the door opening shall not be widened and the door shall be retained in-situ unless otherwise agreed and approved in writing by the Local Planning Authority. If the door requires modification to take account of the new floor level to the service courtyard then details of the modifications shall be submitted to and approved in writing by the Local Planning Authority prior to any alterations to the door being undertaken.

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

10. As stated at point 22 on approved drawing no.18161 Rev P3, the existing external door and frame to the Boot Room shall be set aside and stored on site for future use 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 grade II listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

11. All new rainwater goods shall be black cast iron 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 grade II listed building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 19 February 2026	