



ITEM NUMBER:	13
PLANNING COMMITTEE DATE:	22 October 2025
REFERENCE NUMBER:	UTT/25/1958/LB
LOCATION:	Council Offices London Road Saffron Walden Essex CB11 4ER

SITE LOCATION PLAN:



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Organisation: Uttlesford District Council Date: September 2025

PROPOSAL: Proposed alterations to ground floor (part) including addition of air conditioning units to external wall.

APPLICANT: Trust Tees Ltd (Mr Tyler)

AGENT: Ian Abrams Architect Ltd (Mr I Abrams)

EXPIRY DATE: 18 September 2025

EOT Expiry Date 09 October 2025

CASE OFFICER: Mr Ebenezer Che

NOTATION: Within Development Limits.
Listed Building (Old Saffron Walden Hospital/Council Offices – Grade II).
Within Conservation Area (Saffron Walden 1).
Setting of Listed Building (The Old Chapel – Grade II).
Setting of Listed Building (Ivy Lodge – Grade II).
Setting of Listed Building (15 London Road – Grade II).
Contaminated Land Historic Land Use.
Road Classification (London Road – B1052).

REASON THIS APPLICATION IS ON THE AGENDA : Uttlesford District Council is the owner of the property.

1. EXECUTIVE SUMMARY

- 1.1** The applicant seeks listed building consent for proposed alterations to ground floor (part) including addition of air conditioning units to external wall.
- 1.2** It is demonstrated within this report that the proposals are appropriate in respect to their design and appearance and that they would not result in significant harm to the character of the listed building neither would it be harmful to the character of the conservation area.

- 1.3 The proposals have been assessed against the relevant policies contained within the Development Plan and the NPPF. It has been concluded that they comply and in accordance with these policies and guidance. In conclusion, it has been found that the proposals are acceptable and thus are recommended for approval subject to conditions.

2. **RECOMMENDATION**

That the Strategic Director of Planning be authorised to **GRANT** consent for the development subject to those items set out in section 17 of this report -

A) Conditions

3. **SITE LOCATION AND DESCRIPTION:**

- 3.1 The application site comprises the modern part of a multistorey Grade II listed building (since 1987) (since 1987), the former Saffron Walden Hospital, currently serving as the Council Offices for Uttlesford District Council, located within development limits in Saffron Walden. The main part of the listed building is of 19th-century origin built in red brick with white brick and stone dressings, and a slate roof featuring two 3-course fishscale bands and cresting, designed in the High Victorian Gothic style. The main part of the listed building connects with a glazed link extension to the modern part that is the subject of this application. The site is within the Saffron Walden 1 Conservation Area and provides civil amenities, such as meeting spaces, parking facilities and also hosts private tenants.

4. **PROPOSAL**

- 4.1 This is a full application seeking Listed Building Consent for proposed alterations to part of the ground floor, including:
- Installation of additional air conditioning units mounted on the concrete pavement, adjacent to an existing cluster of units affixed to the rear wall of the modern extension.
 - Formation of a new door within the side wall of the modern extension (located within the atrium) to provide a separate client entrance for new tenants with removal of the existing modern round window.
 - Addition of a louvre to a rear ground floor window and replacement of the window cill on the west elevation of the modern extension.
 - Internal layout alterations to accommodate the operational requirements of incoming tenants.

5. ENVIRONMENTAL IMPACT ASSESSMENT

- 5.1** The development does not constitute 'EIA development' for the purposes of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

6. RELEVANT SITE HISTORY

- 6.1** The site has a track record of planning history dating back to 1954, the most recent and relevant planning history listed below:

Reference	Proposal	Decision
UTT/15/1722/LB	Cut out internal doorway in emergency centre wall, remove internal dividing wall and build new wall creating a larger office area.	Approved with conditions (30.07.2015)
UTT/15/2413/LB	Replacement of top floor galvanised window units.	Approved with conditions (21.09.2015)

7. PRE-APPLICATION ADVICE

- 7.1** No pre-application discussions were undertaken between the Applicant and the Council prior to the submission of the application.

8. SUMMARY OF STATUTORY CONSULTEE RESPONSES

8.1 Historic England

- 8.1.1** No comments.

9. TOWN COUNCIL COMMENTS

- 9.1** No objections.

10. CONSULTEE RESPONSES

10.1 UDC Environmental Health

- 10.1.1** No objections without conditions.

10.2 Place Services (Conservation)

10.2.1 No objections without conditions.

11. REPRESENTATIONS

11.1 A site notice was displayed on site and notification letters were sent to nearby properties. The application has also been the subject of a press notice in the local newspaper and representations have been received.

11.2 Support

11.2.1 Supporting the proposal in the name of the tenant.

11.3 Object

11.3.1 None.

12. MATERIAL CONSIDERATIONS

12.1 In accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004, this decision has been taken having regard to the policies and proposals in the National Planning Policy Framework, The Development Plan and all other material considerations identified in the “Considerations and Assessments” section of the report. The determination must be made in accordance with the plan unless material considerations indicate otherwise.

12.2 Section 70(2) of the Town and Country Planning Act requires the local planning authority in dealing with a planning application, to have regard to

(a) The provisions of the development plan, so far as material to the application:

(a) a post-examination draft neighbourhood development plan, so far as material to the application,

(b) any local finance considerations, so far as material to the application, and

(c) any other material considerations.

12.3 Section 66(1) and 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the local planning authority, or, as the case may be, the Secretary of State, in considering whether to grant planning permission (or permission in principle) for development which affects a listed building or its setting, to have special regard to the

desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses or, fails to preserve or enhance the character and appearance of the Conservation Area.

12.4 The Development Plan

- 12.4.1** Essex Minerals Local Plan (adopted July 2014)
Essex and Southend-on-Sea Waste Local Plan (adopted July 2017)
Uttlesford District Local Plan (adopted 2005)
Felsted Neighbourhood Plan (made February 2020)
Great Dunmow Neighbourhood Plan (made December 2016)
Newport, Quendon & Rickling Neighbourhood Plan (made June 2021)
Thaxted Neighbourhood Plan (made February 2019)
Stebbing Neighbourhood Plan (made July 2022)
Saffron Walden Neighbourhood Plan (made October 2022)
Ashdon Neighbourhood Plan (made December 2022)
Great & Little Chesterford Neighbourhood Plan (made February 2023).

13. POLICY

13.1 National Policies

- 13.1.1** National Planning Policy Framework (2024).

13.2 Uttlesford District Local Plan (2005)

- 13.2.1** Policy ENV2 – Development Affecting Listed Building

13.3 Neighbourhood Plan

- 13.3.1** The Saffron Walden Neighbourhood Plan was ‘made’ on 11 October 2022. The following policies are relevant:

- Policy SW3 - Design

13.4 Supplementary Planning Document or Guidance

- 13.4.1** Supplementary Planning Document – Uttlesford District-Wide Design Code (2024) Essex Design Guide.

14. CONSIDERATIONS AND ASSESSMENT

14.1 The issues to consider in the determination of this application are:

14.2 A) Heritage impacts (ENV2, SW3, NPPF)

14.2.1 Where any development may have a direct or indirect effect on designated heritage assets, there is a legislative framework to ensure the proposals are considered with due regard for their impact on the historic environment. Section 16 of the NPPF, 'Conserving and enhancing the historic environment', relates to the historic environment, and developments which may have an effect upon it.

14.2.2 Policy ENV2 of the Local Plan states that development affecting a listed building should be in keeping with its scale, character and surroundings. Demolition of a listed building, or development proposals that adversely affect the setting, and alterations that impair the special characteristics of a listed building will not be permitted.

14.2.3 The proposal involves internal and part external works to the fabric of the building ranging from: Formation of a new door within the side wall of the modern extension (located within the atrium) to provide a separate client entrance for new tenants. This includes the removal of the existing modern round window. Installation of additional air conditioning units mounted on the concrete pavement, adjacent to an existing cluster of units affixed to the rear wall of the modern extension, addition of a louvre to a rear ground floor window and replacement of the window cill on the west elevation of the modern extension and general internal layout alterations to accommodate the operational requirements of incoming tenants.

14.2.4 Place Services Built Heritage (Conservation) reported that all proposed alterations are confined to the modern western extension, constructed in the 1980s/1990s, and do not affect the historic core of the listed building. The historic fabric of the listed as a result remains intact. The proposed air conditioning units and louvre would be on the western elevation, which is not a prominent location.

14.2.5 The proposals would preserve the fabric and special interest of the Grade II listed building (The Old Hospital), without causing 'less than substantial harm' to its significance. Therefore, the development would comply with paragraph 215 of the NPPF, section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, and policy ENV2 of the Local Plan. The heritage balance of paragraph 215 of the NPPF would **not** be necessary given the no-harm position. The application of

paragraph 215 of the NPPF would **not** offer a strong reason for refusing the development proposed as per paragraph 11(d)(i) of the NPPF.

15. ADDITIONAL DUTIES

15.1 Public Sector Equalities Duties

15.1.1 The Equality Act 2010 provides protection from discrimination in respect of certain protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the advancement of equality in the exercise of its powers including planning powers.

15.1.2 The Committee must be mindful of this duty inter alia when determining all planning applications. In particular, the Committee must pay due regard to the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

15.1.3 Due consideration has been made to The Equality Act 2010 during the assessment of the planning application; no conflicts are raised.

15.2 Human Rights

15.2.1 There may be implications under Article 1 (protection of property) and Article 8 (right to respect for private and family life) of the First Protocol regarding the right of respect for a person's private and family life and home, and to the peaceful enjoyment of possessions; however, these issues have been taken into account in the determination of this application.

16. CONCLUSION

16.1 The proposed works to the external and internal fabric of the building by reason of their design, scale and materials would not detract from the significance of the listed building, in accordance with policy ENV2, policy SW3 of the Saffron Walden Neighbourhood Plan (2022), the NPPF, and section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

- 16.2** The proposals would comply with the relevant policies contained within the development plan and as such it is recommended that listed building consent be granted subject to conditions.

17. CONDITIONS

- 1** The development to which this consent relates shall be begun before the expiration of 3 years from the date of this decision.

REASON: To comply with the requirements 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 development hereby permitted shall be carried out in accordance with the approved plans as set out in the Schedule.

REASON: For the avoidance of doubt as to the nature of the development hereby permitted, to ensure development is carried out in accordance with the approved application details, to ensure that the development is carried out with the minimum harm to the local environment, in accordance with the Policies of the Uttlesford Local Plan (adopted 2005) as shown in the Schedule of Policies.