



**ITEM NUMBER:**

**13**

**PLANNING COMMITTEE DATE:**

**11 March 2026**

**REFERENCE NUMBER:**

**UTT/26/0014/LB**

**LOCATION:**

**Council Offices London Road Saffron  
Walden Essex CB11 4ER**

**SITE LOCATION PLAN:**



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Organisation: Uttlesford District Council      Date: 25 February 2026

**PROPOSAL:** Variation of condition 2 (approved plans) of application UTT/25/1958/LB (Proposed alterations to ground floor (part) including addition of air conditioning units to external wall) - amendments to approved plans in line with recommendations made by a building control officer.

**APPLICANT:** Trust Tees Ltd (Mr Tyler)

**AGENT:** Ian Abrams Architect Ltd (Mr I Abrams)

**EXPIRY DATE:** 02 March 2026

**EOT Expiry Date** 13 March 2026

**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.

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## **1. EXECUTIVE SUMMARY**

**1.1** The applicant seeks listed building consent to vary condition 2 (approved plans) of application UTT/25/1958/LB (Proposed alterations to ground floor (part) including addition of air conditioning units to external wall) - amendments to approved plans in line with recommendations made by a building control officer.

**1.2** It is demonstrated within this report that the proposed amendments 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 current and emerging 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** The summary of proposed changes are as follow:

- Slight alteration of the position of the new entrance door.
- Creation of a new lobby area with a new door
- Relocation of Door 2 to lobby
- Insertion of a new door/passage between Quiet Pod and Hub

- Alteration / conversion of the reception area from enclosed to open plan

4.2 The application includes the following documents:

- Application form
- Proposed plans and elevation

## 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 n and relevant planning history listed below:

<b>Reference</b>	<b>Proposal</b>	<b>Decision</b>
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)
UTT/25/1957/FUL	Proposed alterations to ground floor (part) including addition of air conditioning units to external wall	Approved with conditions (20.10.2025)
UTT/25/1958/LB	Proposed alterations to ground floor (part) including addition of air conditioning units to external wall	Approved with conditions (20.10.2025)

**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.

**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)  
Uttlesford District Emerging Local Plan (2021-2041)  
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
- 13.2.2 Policy ENV1 – Design of Development within Conservation Areas

### 13.3 **Neighbourhood Plan**

- 13.3.1 The Saffron Walden Neighbourhood Plan was ‘made’ on 11 October 2022. The following policies are relevant:
  - SW3 Design
  - SW4 Parking

### 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 (ENV1, ENV2, SW3, NPPF) (CP62, CP63 Emerging Development Plan)**

- 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 Policy ENV1 of the Local Plan underscores that development will be permitted where it preserves or enhances the character and appearance of the essential features of a Conservation Area, including plan form, relationship between buildings, the arrangement of open areas and their enclosure, grain or significant natural or heritage features.

**14.2.4** The proposal involves variation of condition 2 (approved plans) of application UTT/25/1958/LB; these alterations and amendments include amongst others: Slight alteration of the position of the new entrance door, creation of a new lobby area with a new door relocation of Door 2 to lobby, insertion of a new door/passage between Quiet Pod and Hub, alteration / conversion of the reception area from enclosed to open plan and fill up of port hole window.

**14.2.5** Place Services Built Heritage (Conservation) reported that all proposed internal and external works are confined to the modern western extension, constructed in the 1980s, and do not affect the historic core of the listed building. Furthermore, the proposed air conditioning units and louvre are located on the west elevation, which is not a prominent location. As such, the proposals are not considered to have any adverse impact on the significance of the listed building or the character and appearance of the Conservation Area.

The current application proposes minor amendments to the internal floor plan and layout. These changes do not materially affect the approved scheme and, therefore, the previous heritage advice remains unchanged.

**14.2.6** The proposed amendments 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 ENV1 and ENV2 of the current and emerging 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 amendments to the internal fabric of the building by reason of their design, scale and materials would not detract from the significance of the listed building or the conservation area in accordance with policy ENV1, 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 current and emerging 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 being 28 October 2025.

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.