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Response to Planning application from Hertfordshire County Council (T and CP GDP Order 2015)

Director of Planning

North Hertfordshire Council
Council Offices
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

District ref: 26/00806/FP
HCC ref: NH/28894/2026
HCC received: 14 September 2026
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

66 Periwinkle Lane, Hitchin, Hertfordshire, SG5 1TY

Application type

Full Application

Proposal

AMENDED PROPOSAL

Full Planning Permission : Two storey side extension, part two storey and part single storey rear extension, front porch canopy, insertion of rear box dormer and front rooflight to facilitate conversion of loft into habitable accommodation, alterations to fenestration including insertion of first floor side window and external cladding following demolition of existing side element to facilitate separation of plot to provide one additional self-build dwelling including installation of cycle storage, air source heat pump, hard and soft landscaping and parking. Creation of vehicular access off Periwinkle Lane

Recommendation

Notice is given under article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 that Hertfordshire County Council as Highway Authority does not wish to restrict the grant of permission subject to the following conditions:

CON1) No development shall commence until a Construction Method Statement has been submitted to and approved in writing by the Local Planning Authority, including elements of the CLOCS standards as set out in the Highway Authority's Construction Management template. Thereafter the construction of the development shall only be carried out in accordance with the approved Plan: The Construction Management Statement shall include details of:

Access arrangements to the site.

Construction and storage compounds (including areas designated for car parking, loading / unloading and turning areas).

Cleaning of site entrances, site tracks and the adjacent public highway.

Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off times.

Provision of sufficient on-site parking prior to commencement of construction activities.

Where works cannot be contained wholly within the site a plan should be submitted showing the site layout on the highway including extent of hoarding which must be kept within the site boundary, pedestrian routes and remaining road width for vehicle movements

Reason: In order to protect highway safety and the amenity of other users of the public highway and rights of way in accordance with Policies 5, 12, 17 and 22 of Hertfordshire's Local Transport Plan (adopted 2018).

HCC as Highway Authority recommends inclusion of the following Advisory Note (AN) to ensure that any works within the highway are carried out in accordance with the provisions of the Highway Act 1980

AN1) Storage of materials: The applicant is advised that the storage of materials associated with the construction of this development should be provided within the site on land which is not public highway, and the use of such areas must not interfere with the public highway. If this is not possible, authorisation should be sought from the Highway Authority before construction works commence.

Further information is available via the County Council website at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx> or by telephoning 0300 1234047.

AN2) Obstruction of highway: It is an offence under section 137 of the Highways Act 1980 for any person, without lawful authority or excuse, in any way to wilfully obstruct the free passage along a highway or public right of way. If this development is likely to result in the public highway or public right of way network becoming routinely blocked (fully or partly) the applicant must contact the Highway Authority to obtain their permission and requirements before construction works commence. Further information is available via the County Council website at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx> or by telephoning 0300 1234047.

AN3) Debris and deposits on the highway: It is an offence under section 148 of the Highways Act 1980 to deposit compost, dung or other material for dressing land, or any rubbish on a made up carriageway, or any or other debris on a highway to the interruption of any highway user. Section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Therefore, best practical means shall be taken at all times to ensure that all vehicles leaving the site during construction of the development and use thereafter are in a condition such as not to emit dust or deposit mud, slurry or other debris on the highway. Further information is available by telephoning 0300 1234047.

AN4) Gravel / shingle driveways: Where loose gravel or shingle is used, a suitable measure to prevent material spilling onto the road/footpath/verge must be installed. It is an offence under section 148 of the Highways Act 1980 to deposit debris onto the public highway, and section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Further information is available by telephoning 0300 1234047.

AN5) New or amended vehicle crossover access (section 184): Where works are required within the public highway to facilitate a new or amended vehicular access, the Highway Authority require the construction of such works to be undertaken to their satisfaction and specification, and by a contractor who is authorised to work in the public highway. If any of the works associated with the construction of the access affects or requires the removal and/or the relocation of any equipment,

apparatus or structures (e.g. street name plates, bus stop signs or shelters, statutory authority equipment etc.) the applicant will be required to bear the cost of such removal or alteration. Before works commence the applicant will need to apply to the Highway Authority to obtain their permission, requirements and for the work to be carried out on the applicant's behalf. Further information is available via the County Council website at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/dropped-kerbs/dropped-kerbs.aspx> or by telephoning 0300 1234047.

COMMENTS

The proposals are for a Two storey side extension, part two storey and part single storey rear extension, front porch canopy, insertion of rear box dormers and front rooflights to facilitate conversion of loft into habitable accommodation, alterations to fenestration including insertion of first floor side window and external cladding following demolition of existing side element to facilitate separation of plot to provide one additional dwelling including installation of cycle storage, air source heat pump, hard and soft landscaping and parking. Creation of vehicular access off Strathmore Avenue which is maintainable by the highway authority and is unclassified and provides a local access function in the road hierarchy. The vehicle speeds past this site are limited to 30 mph. There have been two slight and one serious, recorded accidents near the site in a rolling 5-year period.

Policy Review:

The key documents used to assess the application are

- Manual for Streets 2007
- National Planning Policy Framework (Aug 2026)
- Hertfordshire County Council's (HCC) Local Transport Plan-4 [2018-2031, May2018]
- Roads in Hertfordshire Design Guide 3rd Edition -2011
- Cycle Infrastructure Design DfT Local Transport Note 1/20 (July 2020)
- Government Connectivity Tool (July 2026)
- Hertfordshire County Council's Residential Dropped Kerb Policy

PLANNING HISTORY

The application site has previous planning history

DRAWINGS

The Highway Authority note the submission of materials in support of the planning application, including drawing numbers: Existing Ground & First Floor General Arrangement Plans (L-01 Rev E), Elevations. Site Location and Block Plans (Plan 1), and Proposed Ground, First & Second Floor General Arrangement Plans and Elevations. (Combined) (Plan 2)

ACCESSIBILITY

'Cycle Infrastructure Design' DfT Local Transport Note 1/20 (July 2020) recommends for cycle parking storage should be 2m (1.8m is acceptable) in length by 0.3m space between cycles. There should be parking for 1 cycle per dwelling. Outside cycle parking should be covered and lockable. The provision of well-located, safe and secure cycle parking for residents and visitors is a key factor in encouraging people to cycle as an alternative to using the private car. Plan No2 demonstrates a cycle storage.

CONNECTIVITY

Almost all services including GP, Schools and some shops are within reasonable walking distances. Bus stops are within a 3, 4-and 6-minute walk.

PARKING

The LPA shall be responsible for assessing the proposed development against local parking standards and to satisfy for itself that any level of parking it requires can be achieved within the boundary of the site and not overhang the highway, including the highway footway / grass verge / vehicle crossover. The Highway Authority would observe the following. Drawing 21151-P006-D illustrates the parking area complies with Hertfordshire County Council's Place & Movement Planning Design Guidance (adopted in March 2024) P&MPDG Part 4 Chapter 6 Table 11.9

SURFACE WATER FLOOD RISK TO THE HIGHWAY

The transport network needs to be resilient to the risks from the impacts of climate change, including changing weather patterns and extreme events. Policy 5 and of the Hertfordshire Local Transport Plan (LTP4) seek to secure developer mitigation measures to limit the impacts of development on the network. HCC's Place and Movement Planning Design Guide, states that water from areas that are not adoptable highway must not be allowed to run onto areas of adopted highway. The Government's flood risk maps for planning indicate parts of the nearby highway carriageway to be at low risk of surface water flooding: <https://flood-map-for-planning.service.gov.uk/>

ACCESS

Plan 2 illustrates a proposed dropped kerb access at what appears to be 5.5 meters. For a new dropped kerb, you will get a maximum of 4 flat kerbs (3.6m). You will also get one or two ramped kerbs depending on your property. Hertfordshire County Council Residential Dropped Kerb Policy states: We will not install any more than 4 flat kerbs for a single property.

VISIBILITY

Drawing Ref-(L-01 Rev E) illustrates vehicle-to-vehicle and pedestrian visibility are acceptable and accords with the principles found in Hertfordshire's Place & Movement Planning Design Guide Part 4 Chapter 6 section 18.1, page 70.

CONSTRUCTION METHOD STATEMENT (CMS)

Given the constrained nature of the site and the proximity of the nearby roundabout, a Construction Method Statement (CMS) shall be submitted to and approved in writing by the Local Planning Authority prior to commencement of development. The CMS shall include a site plan showing dedicated areas for contractor parking, material storage, loading/unloading, and wheel washing facilities. The statement shall demonstrate that all construction-related activities can be accommodated within the site and that construction traffic will not obstruct the operation of the adjacent roundabout or surrounding highway network. No contractor parking, storage of materials, skips, plant, or construction equipment shall take place on the public highway. The approved CMS shall be adhered to throughout the construction period.

EMERGENCY VEHICLE ACCESS:

Consistent with the National Planning Policy Framework (2023), paragraph 116 (d), applications for development should allow for access by emergency vehicles. Guidance is set out in Manual for Streets (MfS) (6.7.2). HCC's Place and Movement Planning Design Guide (P&MPDG) (Part 2 Chapter 4). Requirements are set out in the Building Regulations: Fire Safety Approved Document B, Vol 1, Dwellings, 2010 (as subsequently amended). Access for a pumping appliance should be provided to within 45m of a single dwelling house (and within 45m of all points within the dwelling house). As far as it can be reasonably ascertained from submitted plans, the proposed development would be within the recommended emergency vehicle access distance from the highway.

REFUSE / RECYCLING

The proposals for recycling bin storage must be in line with Manual for Streets MfS 6.8.9 residents should not be required to carry waste more than 30m and be within 25m of the kerbside/bin collection point

CONCLUSION

Subject to the conditions informatives, this level of development is unlikely to generate any extra movements which would ultimately lead to demonstrable harm to the highway network in terms of free flow and capacity, therefore; the highway authority would not wish to restrict the grant of planning permission.

Signed

Paul Marshall

24 September 2026