

DELEGATED FILE NOTE

CASE OFFICER: ...Henry Thomas.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/03125/FP	Installation of glazed shop window and shop door.	2 - 4 Commerce Way Letchworth Garden City Hertfordshire SG6 3DN

Submitted Plan Nos

000 Rev 001 001 Rev 001 002 Rev 001 003 Rev 001

1.0 Policies

D1	Sustainable design
D3	Protecting living conditions
SP1	Sustainable development in North Herts
SP9	Design and Sustainability
ETC4	Primary Shopping Frontages
HE1	Designated heritage assets
SECN12	Achieving well-designed places
SECN16	Conserve + enhance historic environment

2.0 **Relevant Site History**

2.1 **01/01734/1 - New Shopfront.** **Conditional Permission.**

3.0 **Representations**

3.1 **Site Notice and Neighbour Notification** – None received.

3.2 **Letchworth Garden City Heritage Foundation** – None received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site consists of a terraced 4 storey building on the east side of Commerce Way within the Letchworth Town Centre. The site has retail usage on the ground and first floor and residential accommodation on the third and fourth floor. The site is located within the Letchworth Conservation Area. The site is also subject to the Letchworth Garden City Article 4 Direction. The proposal relates to the ground floor rear of the building.

4.2 **Proposal**

4.2.1 The proposal seeks the installation of glazed shop window and shop door.

4.2.2 The proposed window and door would be aluminium framed PPC (Anthracite Grey)

4.3 **Key Issues**

- The acceptability of the design of the proposed development and its resultant impact on the character and appearance of the locality.
- The acceptability of the design within the Conservation Area.
- The impact that the proposed development would have on the living conditions of neighbouring occupiers.
- The impact that the development would have on the environment.

Principle for Development

4.3.2 Policy ETC4 supports proposals for main town centre uses such as a shop within primary shopping frontages. Given that the proposal seeks to refurbish a vacant Class A1 retail unit at ground floor level, I consider the proposal to be acceptable in principle.

Design and Appearance:

4.3.3 The objectives of the National Planning Policy Framework (NPPF) include those seeking to secure the creation of high quality, beautiful and sustainable buildings, and places (Section 12 – Achieving well-designed places). Paragraph 126 of the NPPF states that “*Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable communities*”. In this regard, Policy D1 of the North Hertfordshire Local Plan are consistent with the objectives set out within the NPPF.

4.3.4 The proposal design would be similar in appearance to existing doors and windows on the host building and the wider street scene. In my view a window in this position would be a sympathetic addition to the building and would not have a detrimental impact on the character and appearance of the building and therefore would not result in any adverse harm to the street scene or the conservation area.

- 4.3.5 This is considered in line with Section 12 of the National Planning Policy Framework and Policies D1, D3 and HE1 of the Local Plan.

Impact on Neighbouring Occupiers:

- 4.3.6 The objectives of the NPPF seek to ensure that developments secure a high standard of amenity for existing and future occupiers (Section 12 – Achieving well-designed places). This principle is reflected in the provisions set out in Policy D3 of the North Herts Local Plan.
- 4.3.7 Policy D3 of the North Hertfordshire Local Plan sets out that planning permission will be granted for developments proposals which do not cause unacceptable harm to living conditions.
- 4.3.8 The existing unit is within Class A1 usage; therefore, no formal change of use application would be required. However, the introduction of a shopfront window in this position may result in an intensification of increased footfall into the site. Given that the town centre location and the adjacent shops, it is not considered that this would result in any unacceptable increase in noise levels. I am satisfied that the proposed development will not significantly impact on the existing amenity of the neighbouring properties and is acceptable.

Highways and Parking:

- 4.3.9 The site is an existing retail unit within a town centre location. The proposal would not affect Highway safety or parking provision.

Environmental Implications:

- 4.3.10 In my view, the proposed development would be unlikely to have any significant implications for the local environment in terms of carbon emissions and therefore would be generally in compliance with Section 14 of the NPPF and Policy D1 and NE4 of the Local Plan.

Waste

- 4.3.11 The proposal would not affect the waste provisions of the existing site.

Biodiversity Net Gain

- 4.3.12 The proposed development is considered 'de minimis' and would not exceed the threshold of 25 sqm of on-site habitat, or and/ less than 5 meters of linear habitats. This application is therefore exempt from BNG legislation defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

4.4 **Conclusion**

- 4.4.1 The proposed development is considered acceptable and in accordance with Policies SP1, SP9,ETC4, D1, D3 and HE1 of the NHLP 2011-2031 and Sections 12, and 16 of the NPPF.

4.5 **Alternative Options**

- 4.5.1 N/A

4.6 **Pre-Commencement Conditions**

4.6.1 N/A

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.

Biodiversity Net Gain

1. 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  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 3 February 2026	