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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: 25/02957/FP
HCC ref: NH/27481/2025
HCC received: 15 January 2026
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

Annexe At, Mill Corner, 22 Charlton Road, Hitchin, Hertfordshire, SG5 2AE

Application type

Full Application

Proposal

AMENDED PROPOSAL

Full Planning Permission : Change of use for existing detached annexe to selfcontained dwelling

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.

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.

COMMENTS

The proposals are for AMENDED PROPOSAL Full Planning Permission: Change of use for existing detached annexe to self-contained dwelling

Policy Review:

The key documents used to assess the application are

- Manual for Streets 2007
- National Planning Policy Framework (July 2021)
- Hertfordshire County Council's (HCC) Local Transport Plan-4 [2018-2031, May2018]
- Cycle Infrastructure Design Guidance (Department for Transport Local Transport Note July 2020)
- HCC's Place & Movement Planning Design Guidance (adopted in March 2024)
- Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (IM), 2021

PLANNING HISTORY

The application site has previous planning history with application 21/00167/FPH

DRAWINGS

The Highway Authority note the submission of materials in support of the planning application, including drawing numbers: Existing and Proposed Site Block Plan

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. This is adequately demonstrated on the Drawing Ref- (Existing and Proposed Site Block Plan).

PARKING

The parking provision is already in place and forms part of the established site layout.

ACCESS

The proposal relies on the existing vehicular access, which is already established and has been operating safely. No alterations are proposed

VISIBILITY

The visibility splays at the access are existing and remain unchanged.

EMERGENCY 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). However, Drawing Ref- (Existing and Proposed Site Block Plan) illustrates a fire hydrant which will help with access by a fire service vehicle. 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

There is an existing recycle bin collection area

CONCLUSION

Although the site's limitations are recognised, the access, parking and existing visibility splays are long established and remain unchanged. Given the very low level of additional movements associated with a single dwelling, these arrangements are considered acceptable.

Should the LPA be minded to approve the application please note the above 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

6 February 2026