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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: 25/01871/FP
HCC ref: NH/26037/2025
HCC received: 12 September 2025
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

Glebe Road Industrial Estate , Glebe Road, Letchworth Garden City, Hertfordshire, SG6 1BT

Application type

Full Application

Proposal

AMENDED PROPOSAL

Full Planning Permission : Erection of nine dwellings including relocation of access following demolition of existing warehouse building

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:

CONDITIONS:

CON1) No development shall commence until a Demolition and Construction Traffic Management Plan 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 CTMP: The Demolition and Construction Traffic Management Plan shall include details of:

- Construction vehicle numbers, type, routing across all stages of works;
- Access arrangements to the site, including swept path drawings of the largest vehicle to enter and exit the site;

- Traffic management requirements, including details of HGV arrival & departure scheduling system;
- Construction and storage compounds (including areas designated for car parking, loading / unloading and turning areas);
- Siting and details of wheel washing facilities;
- 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;
- Post construction restoration/reinstatement of the working areas and temporary access to the public highway;
- where works cannot be contained wholly within the site a plan should be submitted showing 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).

CON2) Prior to the first occupation of the development hereby permitted, the vehicular access, pedestrian links to the Glebe Road shall be completed and thereafter retained as shown on drawing number Drawing Ref-(125/2025/010 P1). Any other existing access(es) or egresses are not incorporated, shall be permanently closed, and the footway and green verge shall be reinstated in accordance with the highway standards. Also, appropriate arrangements shall be made for surface water to be intercepted and disposed of separately so that it does not discharge from or onto the highway carriageway.

Reason: To ensure satisfactory access into the site and avoid carriage of extraneous material or surface water from or onto the highway in accordance with Policy 5 of Hertfordshire's Local Transport Plan (adopted 2018).

CON3) Prior to the first occupation of the development hereby permitted a visibility splay shall be provided in full accordance with the details indicated on the approved Drawing Ref-(125/2025/010 P1) The splay shall thereafter be retained at all times free from any obstruction between 600mm and 2m above the level of the adjacent highway carriageway.

Reason: To ensure that the level of visibility for pedestrians, cyclists and vehicles is satisfactory in the interests of highway safety in accordance with Policy 5 of Hertfordshire's Local Transport Plan (adopted 2018).

CON4) Prior to the first occupation of the development hereby permitted the proposed onsite car and cycle parking and turning area shall be implemented in accordance with the approved drawing (Ref-60F) and retained thereafter available for that specific use.

Reason: To ensure construction of a satisfactory development and in the interests of highway safety in accordance with Policy 5 of Hertfordshire's Local Transport Plan (adopted 2018).

HIGHWAY INFORMATIVES

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) Works within the highway (section 278): The applicant is advised that in order to comply with this permission it will be necessary for the developer of the site to enter into an agreement with Hertfordshire County Council as Highway Authority under Section 278 of the Highways Act 1980 to ensure the satisfactory completion of the access and associated road improvements. The construction of such works must be undertaken to the satisfaction and specification of the Highway Authority, and by a contractor who is authorised to work in the public highway. Before works commence the applicant will need to apply to the Highway Authority to obtain their permission and requirements. Further information is available via the County Council website at: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx> or by telephoning 0300 1234047.

AN4) 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.

AN5) Avoidance of surface water discharge onto the highway: The applicant is advised that the Highway Authority has powers under section 163 of the Highways Act 1980, to take appropriate steps where deemed necessary (serving notice to the occupier of premises adjoining a highway) to prevent water from the roof or other part of the premises falling upon persons using the highway, or

to prevent so far as is reasonably practicable, surface water from the premises flowing on to, or over the footway of the highway.

COMMENTS

This is an amend full planning application for the erection of nine dwellings including relocation of access following demolition of existing warehouse building.

Context

The site is on the southern side of Glebe Road near the junction with Norton Way North which has a posted speed limit of 30mph. On HCC's Place and Movement network, Glebe Road is classed as P2/M2 (E.g. Residential Street) The vehicle speeds past this site are limited to 30 mph. There has been one recorded accident on Norton Way North a few meters north of the junction with Glebe Road in a rolling 5-year.

No Public Right of Way (as shown on the PRow map) directly affects the site or would be affected by the proposal.

Policy Review:

The key documents used to assess the application are

- Manual for Streets 2007
- National Planning Policy Framework (Dec 2024)
- Hertfordshire County Council's (HCC) Local Transport Plan-4 [2018-2031, May2018]
- North Herts Local Plan -2011-2031
- Cycle Infrastructure Design Guidance (Department for Transport Local Transport Note July 2020)
- HCC's Place & Movement Planning Design Guidance (adopted in March 2024)

PLANNING HISTORY

The application site has no previous planning history.

DRAWINGS

The Highway Authority acknowledges receipt of the supporting materials submitted with the planning application, including the following drawings and documents:

- Drawing Nos: 125/2025/010 P1, 125/2025/011 Rev P2, 125/2025/012 Rev P2, 61F, 70, 02, 01A, 60F, and 61E, and Design Statement

ACCESSIBILITY:

Walking

Planning for Walking, issued by the Chartered Institution of Highways and Transportation (CIHT) places emphasis on developments being located and designed, where practical, to give priority to pedestrian (and cycle) movements and have access to high quality public transport facilities. In terms of accessibility, 400m walking distance to bus stops is considered to represent a reasonable catchment, further for a railway station (800m).

Glebe Road is approx. 14-minute walk from the town centre and has good connections with a range of sustainable travel options. Walking and Cycling: The area is pedestrian-friendly and has good

cycling infrastructure for those who prefer to walk or bike. Letchworth Common is a few meters away for recreation and cycling. Buses: There are multiple bus routes that serve Glebe Road, providing convenient access to various parts Letchworth and surrounding towns and villages. Bus stops are between 4- and 10-minutes' walk. Trains: The nearest train station (17-minute walk) offer regular services into London etc.

Pedestrian Access:

Drawings (Ref: 125/2025/010, P1 and 60F) illustrate two proposed pedestrian access routes from Glebe Road, crossing the amenity land to reach the shared surface area opposite dwellings 3 and 5. Each access consists of 2 metres of steps leading from the shared surface, followed by 8 metres of footway, with an overall width of 1 metre.

The drawing further illustrates a visually defined pedestrian route formed by coloured inset paving blocks, providing a clear and continuous access path that borders the amenity land and extends to the western side of the shared surface. This treatment supports inclusive access, facilitating movement for wheelchair users and those with pushchairs, and is considered acceptable in design terms.

Cycle Parking Provision – Design Guidance:

In line with the Department for Transport's Cycle Infrastructure Design (Local Transport Note 1/20, July 2020), cycle parking should meet the following minimum standards:

- Dimensions: Each cycle parking space should be 2.0 metres in length (1.8 metres is acceptable) with a minimum spacing of 0.3 metres between cycles.
- Provision: A minimum of one cycle parking space should be provided per dwelling.
- Design: External cycle parking must be both covered and lockable to ensure security and weather protection.

The provision of safe, secure, and conveniently located cycle parking for both residents and visitors plays a vital role in encouraging cycling as a practical alternative to car use. This principle is illustrated in the proposed timber cycle storage shed, as shown in Drawing Ref (70).

PARKING:

Section 9 Highway Considerations of the Design Statement states that "It is proposed that a total of 21 parking spaces will be provided, 2 spaces allocated to each dwelling and an additional 3 visitor spaces at the front of the site, adjacent to the site access road. A 6-metre access will run perpendicular to the site and parallel to Glebe Road and the proposed houses, to access all parking spaces and dwellings".

Drawing Ref: 60E (in respect of the above) illustrates the provision of 21 on-site parking spaces including 3 visitor spaces, each measuring approximately 5.0 by 2.5 metres. These dimensions meet the minimum standards set out in Hertfordshire County Council's Place & Movement Planning Design Guidance (adopted March 2024), specifically Section 4, Chapter 11.9. Please see Condition 4.

It should be noted that car parking provision and layout is the responsibility of the Local Planning Authority to determine the level and suitability of the car parking proposals, however, it is essential that it is operated in efficient and safe manner to minimise the impact on the local highway network which is the responsibility of the Highway Authority.

VEHICLE ACCESS:

Section 9 Highway Considerations of the Design Statement states that “As part of the new site plan, it is proposed that the vehicular access to the site be relocated by approximately 11 metres eastwards. This is illustrated on Drawing Ref: 125/2025/010 P1”.

The access road has an entry width of 5.5 metres, which widens to 6 metres along the frontage of the development. This facilitates vehicle manoeuvring, allowing cars to reverse or exit parking spaces in a forward gear. The Highway Authority are satisfied that this meets the standard found in Hertfordshire County Council's Place & Movement Planning Design Guidance (adopted in March 2024) Section 2 Chapter 5. The access width is largely determined by the swept path analysis of vehicles entering the site (see Swept Path Analysis below). The kerb radii entering the site are 6 meters which is acceptable.

The drawing states: There is Proposed Uncontrolled Pedestrian Crossing Location to Tie-in with Existing Footway Construction. This takes the form of tactile paving and is acceptable. The works for the access will need to be implemented through a S278 process. Please see Informative above

VISIBILITY:

Pedestrian

This is adequately provided within the vehicle visibility of 2.4 x 43 meters as shown on Drawing Ref: 125/2025/010 P1.

Vehicular

Drawing Ref: 125/2025/010 P1 illustrates a visibility splay of 2.4 x 43 meters either side of the proposed access. Therefore vehicle-to-vehicle inter-visibility have an acceptable level of visibility and accords with the principles found in Hertfordshire County Council's Place & Movement Planning Design Guide Part 4 Chapter 6 section 18.1, page 70.

VEHICLE TRIPS

The number of vehicular trips associated with the proposed dwellings are estimated to be 13.5 two-way vehicle movements in the AM peak (0800-0900) and 0.33 two-way vehicle movements in the PM peak (1700-1800). Following assessment of these details, the impact on the operation of the surrounding highway network from the trip generation perspective would be considered to be acceptable.

SWEPT PATH ANALYSIS

Drawing Ref: 125/2025/011 P2 illustrates the swept paths for three vehicle types:

- A saloon car measuring 5.079 metres in length
- A 7.5-tonne rigid vehicle measuring 7.170 metres in length
- A Mercedes Econic recycling vehicle measuring 12.205 metres in length
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These swept path assessments have been carried out in accordance with Hertfordshire County Council's Place & Movement Planning Design Guidance (adopted March 2024), specifically Part 3, Chapter 9, Section 11.2.

EMERGENCY ACCESS PROVISION

Due to the nature and operational requirements of the site, the proposed development ensures that emergency access is maintained within a maximum distance of 45 meters from the public highway. This design consideration aligns with the guidance set out in Manual for Streets (MfS) Section 6.7.2, which stipulates that emergency vehicles should be able to reach within 45 meters of any dwelling or facility.

REFUSE COLLECTION:

The proposed arrangements for recycling bin storage should comply with the guidance set out in Manual for Streets (MfS) section 6.8.9, which states that residents should not be required to carry waste more than 30 metres, and that bin storage should be located within 25 metres of the kerbside or designated collection point.

According to Drawing Ref (60E), the majority of the proposed dwellings exceed the recommended drag distance. While it may not be appropriate to recommend refusal solely on this basis, the issue remains significant. It is therefore advised that the Local Planning Authority consult with their waste and recycling team to review the proposed drag distances and assess their suitability.

CONSTRUCTION TRAFFIC MANAGEMENT PLAN & DEMOLITION MANAGEMENT STATEMENT (CTMP):

It is important that a CTMP is provided considering the size of the development. The statement must have or be shown as a drawing of the construction site and the dedicated areas within. These should include but not limited to, construction parking area, wheel washing, and storage area.

DEVELOPER CONTRIBUTIONS

In the absence of a Community Infrastructure Levy (CIL), contributions towards sustainable transport are sought in line with Hertfordshire County Council's Fourth Local Transport Plan (LTP4) and its supporting documents. These outline strategies for improving accessibility and promoting sustainable travel across the county, identifying specific measures for which developer contributions may be required.

Hertfordshire County Council calculates Section 106 contributions using its Guide to Developer Infrastructure Contributions (July 2021). For new residential developments, a contribution of £6,826 per dwelling, indexed using SPONS (equivalent to £9,660 at March 2023 prices), is required.

Based on the proposed development of 9 dwellings, the total contribution towards active travel would be:

- Base amount: £61,434
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- Indexed amount (March 2023 prices): £86,940

The Highway Authority will allocate these contributions to relevant schemes aimed at mitigating the impact of the development. These typically include projects identified in Hertfordshire County Council's Growth and Transport Plan (GTP), its supporting documents, and the North Hertfordshire District Local Cycling and Walking Infrastructure Plan (LCWIP).

In this case, contributions will be directed towards infrastructure improvements in Letchworth Garden City, specifically the proposed junction improvements and pedestrian crossing on Norton Way North, as outlined in Appendix G of the relevant planning documents.

CONCLUSION:

Should the LPA be minded approving the application please note the above conditions and 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 subject to a successful s106 agreement between Hertfordshire County Council, the developer, and North Herts District Council to secure the sustainable contributions as discussed in the above.

Signed

Paul Marshall

6 October 2025