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District ref: N/A
HCC ref: NH/22821/2024
HCC received: 1 November 2024
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

Glebe Road Industrial Units Letchworth Garden City

Application type

Pre-Application

Proposal

Residential Development, proposed 9 units, 3 beds

Highways Response

The views of Hertfordshire County Council (HCC) as Highway Authority (HA) have been sought on a Residential Development proposal of 9 3-bed units on Glebe Road Industrial Estate Glebe Road, Letchworth Garden City Hertfordshire SG6 1BT.

Information on the extent of public highway around the site can be obtained via

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/changes-to-your-road.aspx>

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/report-a-problem/how-we-repair-and-maintain-the-roads.aspx>

From a highways and transport perspective, particular reference and consideration in any full application should be made to the following policy and guidance documents:

- National Planning Policy Framework (NPPF), updated Dec 2024
- Hertfordshire County Council: Local Transport Plan 4 (LTP4), 2018 Hertfordshire Place & Movement Planning and Design Guidance (P&MPDG) 2024.
- Manual for Streets (MfS), 2007 & Manual for Streets 2 (MfS2), 2010
- Cycle Infrastructure Design: Local Transport Note 1/20 (LTN1/20), 2020

The site is situated 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)

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.

POLICY CONSIDERATION:

The applicant is advised to take into account the following local and national policies and design guidance.

- Hertfordshire County Council: Local Transport Plan 4 (LTP4), 2018
- Hertfordshire Place & Movement Planning and Design Guidance (P&MPDG)
- National Planning Policy Framework (NPPF), updated Dec 2024
- Manual for Streets (MfS), 2007 & Manual for Streets 2 (MfS2), 2010
- NHDC parking strategy

ACCESSIBILITY:

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.

VEHICULAR ACCESS:

It is proposed to relocate the access approx. 11m east of the existing access to improve sight lines and safety. The existing access will need to be closed off permanently and reinstate all the grass verge and footways. The proposal of relocation will be acceptable in principle and highway terms. The creation of the new access and closing off the existing access will be subject to s278 works. However, it is noted that provision of tactile crossing to the new access point is not considered. Also, no visibility, access radii and vehicle tracking diagram is shown for the new access. Therefore, the applicant is advised to consider the following to meet all necessary guidelines:

1. Swept Path Analysis: Conduct a detailed swept path analysis for all vehicles that will access the site, including cars, fire service vehicles, and delivery vehicles. This will help ensure that all vehicles can manoeuvre safely and efficiently within the application site..
2. Design Specifications: Ensure that the access width, radii, and footways are designed in accordance with Hertfordshire County Council's (HCC) new Place and Movement Planning Design Guide (P&MPDG), specifically Part 3, Chapter 8, Paragraph 6 P2/M1 for residential streets.
3. Improved Sight Lines: By relocating the access point, will increase the distance from the junction of Glebe Road and Norton Way, which should enhance visibility for vehicles accessing the site.

4. Turning Head Space: Provide sufficient space for a turning head to accommodate cars, larger delivery vans, emergency vehicles, and refuse vehicles.

Swept path analysis. Please find a summary of the vehicle sizes to consider:

1. Large Car: 5.079 meters
2. Rigid 7.5 T Vehicle: 6 meters plus
3. Recycle Vehicle: 12.2 meters.
4. Fire Service Vehicles: Between kerb widths: **3.7** meters Gateway width: Minimum **3.1** meters

PEDESTRIANS ACCESS:

In terms of pedestrian access, Chapter 5 of the Design & Access Statement proposes that two direct pedestrian access links will be provided from the site to connect the existing footways along Glebe Road. The Highway authority will well come this approach and please be inform that all proposed works within the highway lands will be secured and delivered via s278 agreement.

ROAD ADOPTION / INTERNAL ROAD LAYOUT:

The applicant is advised that it is no longer common practice for the County Council as Highway Authority to enter into an agreement under Section 38 of the Highways Act 1980 to adopt all estate roads as highways maintainable at public expense, especially those that have no wider benefit to the public. In this respect it is becoming increasingly common that developers operate a management company to administer and maintain common areas not taken over by public bodies. This approach has been adopted in other parts of the county and is usually secured by planning condition and/or obligation.

VISIBILITY:

No visibility is shown on the proposed site plan. Therefore, a visibility splay of 43m in each direction would be consistent with Manual for Streets, Table 7.1 and Hertfordshire's Place and Movement Planning Design Guide (PMPDG Part 3 Chapter 9 para 12) and (PMPDG Part 4 Chapter 6 para 19.1) for a 30mph speed environment (set-back 2.4m from the carriageway. Within the vertical plane, there should be no obstruction to visibility 2m high down to a point 600mm above the carriageway, the latter to ensure that small children can be seen (MfS 7.6.3), passing along the footway.

PARKING:

Section 6 of the Statement to Accompany a Pre-Application Enquiry states: "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".

This should comply with North Hertfordshire District Council Parking Strategy 2019-2031 January 2019. All parking spaces /storage (car and cycle parking) should be designed in accordance with the HCC's new P&MPDG (Ref- Part 4, chapter 6). Parking provision shall not be located within the visibility splays at junctions and accesses. It is likely parking control will apply to the proposed access in the form of a TRO. Parking areas should not obstruct forward visibility requirements, turning areas or inhibit the movement of refuse vehicles, buses, or the emergency services. Also, provision for visitor parking, disable parking and EV charging etc need to be addressed in the future documents such as Transport Statement (TS), Design and Access Statement (DAS) etc.

EMERGENCY VEHICLE ACCESS:

Ensuring emergency vehicle access is crucial for any development. According to the National Planning Policy Framework (2024), paragraph 117(d), developments must allow for emergency vehicle access. Here are the key guidelines:

1. Manual for Streets (MfS) 6.7.2: Provides detailed guidance on designing streets to accommodate emergency vehicles.
2. HCC's Place and Movement Planning Design Guide (P&MPDG) Part 2 Chapter 4: Offers specific requirements for emergency vehicle access within Hertfordshire.
3. Building Regulations: Fire Safety Approved Document B, Vol 1, Dwellings, 2010 (as amended): States that access for a pumping appliance should be within 45m of a single dwelling house and within 45m of all points within the dwelling house.

DRAINAGE:

Managing surface water runoff and drainage is essential for any new development. Ensuring that surface water is collected and disposed of within the site helps prevent flooding and protects the surrounding highway.

To proceed, you should:

1. Develop a drainage strategy: This should include provisions for Sustainable Drainage Systems (SUDs) to manage surface water effectively.
2. Consult with HCC as Lead Local Flood Authority: They can provide specific guidance and requirements for your drainage strategy. You can reach them at FRMconsultations@hertfordshire.gov.uk.

CONSTRUCTION MANAGEMENT:

In the event of a full application, the applicant would be expected to submit a construction method plan or statement including traffic management plan during development process to maintain an uninterrupted traffic flow on the adjacent highway network. Details submitted in respect of the method statement, incorporated on a plan, shall provide for wheel cleaning facilities during the excavation, site preparation and construction stages of the development. The method statement shall also include details of the means of recycling materials, the provision of parking facilities for contractors during all stages of the development (excavation, site preparation and construction) and the provision of a means of storage and/or delivery for all plant, site huts, site facilities and materials. The construction management plan may be submitted as part of the full application or obtained via an appropriately worded condition attached to the granting of any planning permission.

Please refer to HCC's Construction Management Plan template, which may assist in this respect at: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#managementplans>

Offsite Highway Works and S106 Contributions:

First strand (via s278): Offsite Highway Improvements Works:

HCC's Planning Obligation Guidance (June 2021) implements a two-strand approach to planning obligations to address the immediate impacts of the new development (first strand), and the cumulative impacts of all development on non-car networks (second strand). The Highway Authority will seek, wherever possible, to secure highway works via planning Condition and s278 agreement. In this instance, the new access, closing off of the existing access and two proposed pedestrian access points to the site will be delivered via s278 agreement.

Second Strand Contribution (S106):

In addition to the strand 1 highway works outlined above, wider necessary / strand 2 highway measures are required. HCC's new Planning Obligations Toolkit (June 2021) outlines the approach we use to seek meaningful sustainable transport contributions to fund the new and improved infrastructure needed to support developments coming forward across Hertfordshire. In particular NHDC Local Cycling and Walking Infrastructure Plan See Appendix G LCWIP to Improve accessibility of existing path (which acts as a modal filter) and allow cycling. This includes Glebe Road. See - Figure 7-3 of the above plan for Proposed Infrastructure Interventions in Letchworth Garden City

Full details on HCC's policy towards planning obligations may be found at the following web address; <http://www.hertsdirect.org/infobase/docs/pdfstore/planobsjan8.pdf>

Based on the above, the county council will actively seek planning obligations which will improve sustainable transport facilities and services for sustainable transport users who are using the development and generally for those users in the surrounding area

The headline figure as stated in our Toolkit is £6826 per dwelling (i.e., the average amount each new dwelling across the county needs to pay for the necessary new infrastructure to be delivered)

Therefore, the Highway Authority will seek contributions of £ 6826 x 9 = £ 61,434 .00 towards the above-mentioned infrastructure interventions, which are closely located to proposed development.

Conclusion

HCC as HA would not have any significant objections to the scope of the proposals at this stage. Nevertheless, significant further details and amendments would need to be provided as part of any full application – adhering to the guidance as described within this response.

It is necessary for me to conclude with observing that in accordance with Hertfordshire County Councils Highways DM Protocol for pre-application advice:

<http://www.hertsdirect.org/docs/pdf/h/hwaysprotocol.pdf> NB: Any advice given by County Council officers for transport pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority. The County Council cannot guarantee that new issues will not be raised following submission of a planning application and consultation upon it. It should be noted that the weight given to pre-application advice will decline over time.

Please be aware that Hertfordshire County Council is subject to requirements under the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Where the County Council receives a request to disclose any information in relation to this discussion, it will notify and consult with you concerning its possible release. However, the County Council reserves the right to disclose any such information it deems appropriate and shall be responsible for determining at its absolute discretion whether the information is exempt from disclosure in accordance with the EIR or FOIA.

Should you wish to discuss any of the matters set out, please do not hesitate to contact me.

Signed

Paul Marshall

13 February 2025