

DELEGATED FILE NOTE

CASE OFFICER: ...Harriet Sanders.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/03049/FPH	Alterations to single storey rear/side extension including increase in height, modification of brick on edge to include creasing tile, rear/west facing window and door alterations and raised patio (development already caried out). Erection of 1.7m high fencing along sides of patio. (Revised plans received 16/03/2026).	11 Norton Way North Letchworth Garden City Hertfordshire SG6 1BY

Submitted Plan Nos

PL-607 PL-499A PL-505A PL-506B PL-605E PL-606D

HE1	Designated heritage assets
D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
T2	Parking

2.0 **Site History**

- 2.1 22/02913/FPH - Single storey rear extension, replace and raise existing attached garage roof to facilitate conversion of garage into habitable accommodation and associated alterations to openings (as a resubmission of planning application 22/00022/FPH, withdrawn). CP – 20/12/2022.

3.0 **Representations**

- 3.1 Neighbour consultation carried out, site notices posted and press notice.
- 3.2 Objections received from 9 Norton Way raising the following concerns:
- o Amendments are not considered to be minor.
 - o A height of 0.3m on hard landscaping was imposed the case officer in the 2022 consent.
 - o Raised patio has adversely affected privacy.
 - o Hedges are not hard materials and not an effective screen during the winter months.
 - o Oversight of rear garden slope.
 - o Makes reference to LGCHF Design Principles and Leasehold Obligations under the Scheme of Management
 - o Concerns about overlooking and loss of privacy from side facing window.
- 3.3 A comment of support has been submitted by no 15 which states:

- o The change from a coping stone to a brick and creasing tile detail has improved the appearance of the extension.
 - o Do not feel that our privacy and enjoyment of our garden has been adversely effected by No11's extension or raising of the patio from its previous level.
- 3.4 Letchworth Garden City Heritage Foundation consulted – no comment received at the time of writing this report
- 3.5 Following a site visit by the officer it was noted that there was a small error in the plans showing the layout of the patio. The plans were amended and resubmitted and a further consultation period was undertaken and a new site notice posted.
- 3.6 Further revised plans were received 16/03/2026 and a further consultation period was undertaken and a new site notice posted.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 No 11 is a semi detached, two storey property, set back from the road. The property sits wide across the full width of the plot.
- 4.1.2 The building is brick with tile roof and part render to the rear. There is a drop in level in rear garden. Off street parking for 2-3 cars.
- 4.1.3 The surrounding area is mainly residential with some variety in the streetscene. Some of the neighbouring properties have been extended.

4.2 **Proposal**

4.2.1 Consent it sought for:

“Alterations to single storey rear/side extension including increase in height, modification of brick on edge to include creasing tile, rear/west facing window and door alterations and raised patio (development already caried out). Erection of 1.7m high fencing along sides of patio. (Revised plans received 16/03/2026).”

- 4.2.2 The applicant states that during construction of the approved extension (22/02913/FPH), minor changes were made to comply with updated building regulations and to address practical requirements raised during the build. Building regulations changed on Oct 1 2023, which fell between the date of the approved planning permission and the date the build commenced.
- 4.2.3 The alterations and patio works have been completed on site.

Summary of Changes

- 4.2.4 Amendments to the previously approved consent (22/02913/FPH) include:

- Increase in roof height at rear of extension by approximately 0.25m.
- Brick on edge detail modified to include creasing tiles.
- Replaced, raised and extended existing patio.
- Alteration of west facing fenestration to reduce the number of French doors from 4 to 3, to remove a small half window. Introduction of a top-hung window next to the French doors in the kitchen. Ground floor windows and doors have been retrofitted with external glazing bars per Heritage Foundation guidance.

Materials

- 4.2.5 The increase in roof height is brick to match existing and brick on edge with creasing tiles. The patio is tile and the windows are white upvc to match existing.

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are:

- The acceptability of the design of the development and its impact on the character and appearance of the Conservation Area.
- The impact of the development on the living conditions of neighbouring properties.
- Access and parking matters.
- The impact of the development on the environment.

Design and Impact on the Conservation Area

- 4.3.2 The application property is located within the Conservation Area. Consideration must therefore be given to the impact of the development on the character and appearance of the Conservation Area and any harm caused.

Increased Roof Height and Brick on Edge Detailing

- 4.3.3 The rear roof of the extension has been raised by approximately 0.25m. This height is inclusive of the parapet wall. The front elevation parapet wall brickwork has been raised correspondingly to provide a visually coherent finish, ensuring the roof adjustment is integrated with the overall design.
- 4.3.4 The height change was made to comply with updated building regulations introduced on 1 October 2023, which required increased insulation for improved thermal efficiency and reduced U-values, whilst ensuring that the internal ceiling height within the extension remained consistent with the original part of the house.
- 4.3.5 Where ground levels vary and works have been undertaken to the ground levels, measuring height above ground level can be challenging. However, a consistent measurement can be achieved by measuring from the top of the extension to the eaves of the house. This

measurement confirms the modest increase in height between the approved 2022 proposal and the current application to regularise the situation.

- 4.3.6 The original approved plans only showed brick on edge detail. The applicant found that creasing tiles are also required in order to draw water away from the building. The parapet walls have therefore been modified to include the creasing tile and brick on edge.
- 4.3.7 The change in height is modest and relates adequately to the host dwelling and surrounding properties. The introduction of the creasing tile is acceptable. The alterations to the front elevation visible from the street are modest and no harm is caused to the character and appearance of the conservation area or the street scene.
- 4.3.8 The materials used relate well to the host dwelling and wider streetscene.

Raised patio and Proposed Fencing

- 4.3.9 The existing patio has been raised to provide level access to the extension.
- 4.3.10 In design terms the patio is acceptable and relates adequately to the host dwelling. The proposed fencing is of an acceptable design. Neither the patio nor the fencing are or will be visible from the street and therefore no harm is caused to the character and appearance of the conservation area. The materials are acceptable.

West facing fenestration - door and window changes

- 4.3.11 During construction, minor adjustments were made to the openings on the ground floor west-facing elevation. These are minor amendments, relate well to the host dwelling, are not visible from the street and are acceptable.

Design – Concluding Comments

- 4.3.12 The development is acceptable in design and heritage terms and complies with the provisions of the NPPF and Local Plan policies HE1, D1 and D2.

Potential Impact on Neighbouring Amenity

- 4.3.13 A core planning principle set out in the NPPF is to seek to secure a good standard of amenity for all existing and future occupants of land and buildings. This principle is reflected in the provisions of Policy D3 of the Local Plan which seeks to ensure that development proposals do not cause unacceptable harm to living conditions. Policy D3 states:

“Where the living conditions of an existing development would be affected by a proposed use, the Council will consider whether there are mitigation measures that can be taken to

mitigate the harm to an acceptable level. If the Council is not satisfied that mitigation proposals would address the identified harm, development proposals will not be permitted."

Potential Impact on no 9 Norton Way

- 4.3.14 The increase in height of the extensions is modest and set away from the boundary with no 9 – no unacceptable harm arising.
- 4.3.15 Alterations to fenestration – the alterations do not materially alter the approved 2022 consent layout. The alteration to the side facing window facing towards no 9 is a minor adjustment to the siting of the window. No unacceptable harm arising.
- 4.3.16 Patio - there was an existing raised patio at the rear of the property extending to approximately 2.5m in depth close to the shared boundary with two shallow steps to exit the dwelling onto the patio. Therefore whilst the existing raised patio is higher than the previous and approximately 1m deeper closest to the boundary, the principle of a raised area of hard landscaping exists in this location.
- 4.3.17 The increase in height of the patio could result in some increase in potential overlooking of the neighbouring property and some harm could arise. Local Plan policy D3 is clear that where harm may arise as a result of a proposal, *"the Council will consider whether there are mitigation measures that can be taken to mitigate the harm to an acceptable level."*
- 4.3.18 The existing hedge does provide a degree of screening but greenery cannot be relied upon as a permanent screening mechanism. The proposed 1.7m high hit and miss fence in a natural wood finish would provide adequate screening between users of the raised patio and the neighbouring property. It is therefore considered that the proposed screening is acceptable mitigation against any potential increase in overlooking of the neighbouring property. It is necessary and reasonable to attach a condition setting out the time limit by which the fence shall be installed and that it be retained thereafter.

Potential Impact on no 13 Norton Way

- 4.3.19 No harm will arise from the increase in height of the extension or alterations to fenestrations.
- 4.3.20 For the reasons outlined above, it is considered that whilst some harm to amenity could arise as a result of the raised patio, the proposed 1.7m fence close to the boundary would be acceptable mitigation against any potential increase in overlooking of the neighbouring property.

Environmental Implications

- 4.3.21 There are no significant environmental implications as a result of the development.

Biodiversity Net Gain

- 4.3.22 The development is exempt from BNG Legislation, as defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 due it falling under the scope of the 'de minimis' exemption.

Response to Objections Raised

- o *Amendments are not considered to be minor* – considered to be addressed in the report above.
- o *A height of 0.3m on hard landscaping was imposed the case officer in the 2022 consent* - considered to be addressed in the report above.
- o *Raised patio has adversely affected privacy* - considered to be addressed in the report above.
- o *Hedges are not hard materials and not an effective screen during the winter months* - considered to be addressed in the report above.
- o *Oversight of rear garden slope* – the submitted plans are considered to be sufficient in order to assess the merits of the planning proposals.
- o *Makes reference to LGCHF Design Principles and Leasehold Obligations under the Scheme of Management* – the Letchworth Garden City Heritage Foundation is a separate authority and is not a material planning consideration in the assessment of the current application.
- o *Concerns about overlooking and loss of privacy from side facing window* - considered to be addressed in the report above.

4.4 **Conclusion**

- 4.4.1 The development is acceptable and in accordance with policies HE1, D1, D2, D3 and T2 of the NHLP 2011-2031 and Sections 12 and 14 of the NPPF, 2024.

4.5 **Alternative Options**

- 4.5.1 None applicable

5.0 **Recommendation**

- 5.1 That planning permission be **GRANTED** subject to the following conditions:

1. The 1.7m high fencing as shown on the approved plans must be in place within 4 months from the date of this permission and be retained as such from then on.

Reason: To reduce any potential harm to amenity of neighbouring occupiers and to comply with Policy D3 of the North Hertfordshire Local Plan 2011 to 2031.

Proactive Statement:

Planning permission has been granted for this proposal. The Council acted proactively through positive engagement with the applicant during the determination process which led to improvements to the scheme. 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: 22 April 2026	