

DELEGATED FILE NOTE

CASE OFFICER: ...Tabitha Kaye.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00072/FPH	Insertion of 2.no front and 2.no rear dormer windows. Rear balcony with timber balustrade at 1st floor level. Alterations to fenestration including installation of first floor rear Juliet balcony. Alterations to existing detached triple carport to facilitate conversion to create ancillary annexe. Alterations to existing external material of main dwelling and carport (amended plans received 09.03.26).	The Beeches Garth Road Letchworth Garden City Hertfordshire SG6 3NG

Submitted Plan Nos

2518_00 2518_01 2518_02 2518_05 2518_03 2518_04

1.0 Policies

SECN12	Achieving well-designed places
SECN14	Meeting climate change,coastal,flooding
SECN16	Conserve + enhance historic environment
SP1	Sustainable development in North Herts
SP9	Design and Sustainability
SP13	Historic environment
D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
HE1	Designated heritage assets
T2	Parking
HS6	Relatives and dependents accommodation

2.0 **Relevant Site History**

- 2.1 01/00517/1HH: Erection of detached building to provide triple car port (as amended by plans received on 22nd May 2001). Conditional Permission.
- 2.2 99/00515/1: Erection of replacement dwelling, in accordance with amended plans received on 21.7.99 and as amplified by information received on 4.8.99. Conditional Permission.
- 2.3 90/01119/1: Replacement of existing flat roof of garage with hipped roof. Conditional Permission.
- 2.4 85/00299/1: Erection of two storey front and rear extensions following demolition of existing single storey front and side extensions. Conditional Permission.

3.0 **Representations**

- 3.1 **Neighbour Consultation** – ONE received in OBJECTION. Including: Dolphin House. Comments summarised below:

- Overlooking from second floor terrace (terrace now removed from scheme).

- 3.2 **Letchworth Garden City Heritage Foundation** – No comments received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site accommodates a three-storey, detached dwelling and is located along Garth Road, Letchworth Garden City. The site is within the settlement boundary of Letchworth, as well as the Letchworth Conservation Area. Garth Road is a private road, with the site being located at the north-west-most point of the road, which borders properties along Pasture Road.
- 4.1.2 The dwelling is set back from Garth Road and is surrounded by high, mature vegetation along all boundaries. The site benefits from a front parking area, including the detached car port, and a large rear garden.

4.2 **Proposal**

- 4.2.1 Insertion of 2.no front and 2.no rear dormer windows. Rear balcony with timber balustrade at 1st floor level. Alterations to fenestration including installation of first floor rear Juliet balcony. Alterations to existing detached triple carport to facilitate conversion to create ancillary annexe. Alterations to existing external material of main dwelling and carport (amended plans received 09.03.26).

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are as follows:

- Principle of development;
- Design and impact on local character;
- Impact on the Historic Environment;
- Impact on Neighbour Amenity;
- Highways and parking matters;
- Impact on the Environment.

Principle of Development

- 4.3.2 The site is located within the Letchworth Garden City settlement boundary, where development is generally supported in principle.
- 4.3.3 In addition to the proposed works to the dwelling, the application proposes to convert the existing carport into dependents' accommodation. Policy HS6 of the NHLP outlines the requirements for dependents' accommodation:

"Planning permission for relatives' and dependents' accommodation formed by the adaptation or extension of the main dwelling will be permitted provided that:

- a) a genuine need for the accommodation is demonstrated;*
- b) the annex is subordinate to the main dwelling and designed in such a way that it can be easily (re-)incorporated into the main house if use as an annex ceases;*
- c) any development would not exceed the size of extensions that would otherwise normally be acceptable; and*
- d) the occupation of the accommodation is restricted by condition.*

Free standing annexes will be allowed where the above criteria are met and it can be demonstrated that adaptation or extension of the main house is not possible."

- 4.3.4 The annexe would function as accommodation for a family member's carer. Therefore, a genuine need for the accommodation has been demonstrated in accordance with (a).
- 4.3.5 The carport is clearly within the front curtilage of the dwelling. The conversion to annexe would not alter the footprint of the existing structure. External changes include the inclusion of floor to ceiling windows and doors to the front elevation in the place of the existing openings, roof lights to the rear roof slope, and a vertical window to the south-west elevation. Therefore, in accordance with (b), the extent of the proposed works means that the former use could be reinstated in the future.
- 4.3.6 In relation to (c), the conversion to annexe would not enlarge the scale of the outbuilding, as to maintain its subordination to the main dwelling.
- 4.3.7 Commensurate with (d), the use of the outbuilding as an annexe would be secured by planning condition.
- 4.3.8 As the annexe would be accommodated by an existing structure, the proposal annexe is considered to comply with Policy HS6 of the NHLP.

Design and Local Character

- 4.3.9 Policies D1 and D2 of the NHLP require that development proposals respond positively to the site's local context. Policy D2 specifies that extensions to houses should be sympathetic to the main dwelling in terms of scale, form and orientation. These policies are broadly consistent with paragraph 135 of the NPPF.
- 4.3.10 The proposal seeks to replace the existing principal elevation first-floor windows, which serve the landing, with 2no. dormer windows. The dormers would be sited centrally between the existing front gables, with the eaves height of the dormers aligning with the eaves height of the gables. The scale, style and placement of the dormer windows would respect the existing fenestration and are therefore acceptable.
- 4.3.11 Additional changes to the principal elevation include the replacement of the existing black framed windows with white timber-style uPVC flush casement windows, the removal of a ground floor window, a new glazed timber front door, and 2no. part glazed white timber garage doors. The style and colour of the replacement windows and doors would be commensurate with the character of neighbouring dwellings along Garth Road and are therefore acceptable.
- 4.3.12 The application also proposes to change the external materials of the dwelling, replacing the existing white render with smooth, painted white render. The new render would renew the finish of the dwelling while retaining the overall design of the exterior and is therefore acceptable.
- 4.3.13 To the south-west, 2.no rear dormer windows, accompanied by a balcony with timber balustrade, are proposed at first floor level. To the south-east, a replacement window is proposed within the apex of the rear gable, to include a Juliette balcony. The proposed additions to the rear elevation would fit well with the existing fenestration and would match the design character of the main dwelling.

- 4.3.14 A row of 7no solar panels, as well as 2no. small conservation roof lights, are proposed to the rear roof slope. The positioning of these elements to the rear mean that they are largely obscured from public view and therefore would not impact the local character.
- 4.3.15 Overall, the proposal is therefore considered to accord with Policies D1 and D2 of the Local Plan, as well as paragraph 135 of Section 12 of the NPPF.

Impact on the Historic Environment

- 4.3.16 Policy HE1 emphasises how permission will be refused where proposals would cause substantial harm or a loss of significance to a Heritage Asset - in this case, the Letchworth Conservation Area - and permission should be refused unless it can be demonstrated that the proposal is necessary to deliver considerable public benefits to outweigh this harm or loss. Policy SP13 emphasises how great weight will be given to the potential harms to the significance of heritage assets, seeking their conservation and management of their setting. These policies comply with the LPA's statutory duty under section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and are broadly commensurate with Section 16 of the NPPF.
- 4.3.17 The northern part of Garth Road is well screened, meaning that there are minimal views of the dwelling from the Conservation Area. Furthermore, The Beeches is a 21st century replacement dwelling which has a minimal contribution to the character of the Conservation Area. Notwithstanding this, the proposal would introduce modest alterations which are sympathetic to the existing character of the dwelling and site, and therefore would not have an adverse impact upon the significance of the Letchworth Conservation Area.
- 4.3.18 Therefore, in regard to impact on heritage assets, the proposed development accords with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policy HE1 of the Local Plan, and Section 16 of the NPPF.

Impact on Neighbour Amenity

- 4.3.19 A core planning principle set out in Section 12 of the NPPF is to always 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 NHLP.
- 4.3.20 The scheme originally proposed a roof terrace at second floor level. However, the terrace would have been positioned to the east, as to overlook neighbouring dwelling, Dolphin House. The terrace was therefore removed from the scheme to avoid unacceptable overlooking impacts to the east.
- 4.3.21 The proposed alterations to the dwelling would be largely aesthetic. The proposed rear terrace and Juliette balcony would be at first floor level and distanced from neighbouring dwellings, meaning that there would be no overlooking, overshadowing or

overbearing impacts as a result of the proposed developments. The annexe conversion will be conditioned to remain as ancillary to the host dwelling so there would be no intensification in use of the site.

- 4.3.22 Overall, the proposal would not result in harm to the reasonable living conditions and well-being of neighbours and therefore accords with Policy D3 of the NHLP and Section 12 of the NPPF.

Highways and Parking

- 4.3.23 The proposal would not impact existing parking and access arrangements and therefore complies with Policy T2 of the NHLP.

Environmental Implications

- 4.3.24 The proposed development would be consistent with the criteria set out in Policy D1 of the NHLP '*Sustainable Design*'. There are no other significant environmental implications as a result of the proposed development.

Biodiversity Net Gain

- 4.3.25 This is a form of development which is exempt from BNG Legislation, 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.

4.4 **Conclusion**

- 4.4.1 In the absence of material planning reasons to the contrary it is my view that planning permission is **GRANTED**.

4.5 **Alternative Options**

- 4.5.1 None.

4.6 **Pre-Commencement Conditions**

4.6.1 None.

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.

3. The residential annexe hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwellinghouse known as The Beeches.

Reason: To avoid the creation of a new dwelling contrary to the planning policies applicable to the area and to avoid the occupation of two separate dwellings by persons unconnected with each other as this would result in an unsatisfactory relationship and inadequate standard of amenity for both properties and to comply with Policy HS6 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  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 7 April 2026	