

DELEGATED FILE NOTE

CASE OFFICER: ...Saffron Loasby.....

APPLICATION

REFERENCE

BRIEF DESCRIPTION OF DEVELOPMENT

APPLICATION SITE

26/01199/FPH

Insertion of 3 no. front rooflights and 3 no. rear rooflights to facilitate loft conversion to habitable space. Partial garage conversion with rear window. Insertion of side door.

6 Turfmead
Hitchin
Hertfordshire
SG4 9FB

Submitted Plan Nos

PL- 499 Rev A PL- 500 Rev A PL- 505 Rev A

1.0 Policies

D1	Sustainable design
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D2	House exts, replcmnt dwellings outbuild
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D3	Protecting living conditions
SECN12	Achieving well-designed places
T2	Parking
SECN14	Meeting climate change,coastal,flooding

2.0 **Relevant Site History**

2.1 None relevant

3.0 **Representations**

3.1 **Neighbour Consultation** – None received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The application site accommodates a semi-detached two-storey dwelling situated on Turfmead, Hitchin.

4.2 **Proposal**

4.2.1 Insertion of 3 no. front rooflights and 3 no. rear rooflights to facilitate loft conversion to habitable space. Proposed partial garage conversion with a new rear facing window and insertion of a side door to the ground floor northwest elevation into new utility room following internal reconfiguration. The application has been submitted as the original consent for these properties under planning reference 15/02332/1 has a condition (19) limiting permitted development allowances within classes B, E and F. of Part 1 of Schedule 2 to the Order, (or any subsequent Statutory Instrument which revokes, amends and/or replaces those provisions). The reason for this condition was "*in the interests of the character and amenities of the area*".

4.3 **Key Issues**

4.3.1 The key issues for consideration are as follows:

- Design and impact on local character;
- Impact on neighbour amenity;

- Highways and parking matters;
- Impact on the environment

Design and impact on local character:

- 4.3.2 Policy D1 of the Local Plan requires that development proposals respond positively to the site's local context. Policy D2 of the Local Plan requires extensions to houses and outbuildings to incorporate a design that is sympathetic to the main dwelling in terms of its scale, form and orientation and does not harm the character and appearance of the locality around the site. These policies are broadly consistent with Section 12 of the National Planning Policy Framework.
- 4.3.3 The proposed rooflights are for light over the new stairwell and landing that lead into the proposed loft conversion. One rooflight is proposed for the en suite, and three proposed for the new bedroom space. The en suite and dressing area openings will face the rear garden and the bedroom rooflights are proposed to overlook the road and driveway.
- 4.3.4 The changes at ground floor level propose integral alterations that move the existing kitchen to the rear of the property, allowing for a more open plan living and dining area. A new study is proposed in the old kitchen space, and a new utility space would be accessed via a new side door.
- 4.3.5 The garage is proposed to be partially converted to allow for the new living area with a new window overlooking the rear garden. The existing garage door will remain in place offering a smaller space for storage accessed from the front as existing. The removal of the garage reduces the on-site parking provision, however there is no condition restricting this being carried out under permitted development.
- 4.3.6 Overall, the proposal is considered acceptable in design terms. It would not harm the character or appearance of the host dwelling or the wider street scene. Accordingly, the proposed development complies with Policies D1 and D2 of the NHLP and Section 12 of the NPPF.

Impact on Neighbouring Properties:

- 4.3.7 A core planning principle set out in 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.
- 4.3.8 In respect of neighbour amenity, the proposed rear roof openings are considered acceptable given the existing neighbour to neighbour relationship at first floor. The distance between properties is quite short, however given the openings are to an en suite and dressing area and views out of them more oblique than a standard window or a box dormer, overlooking is not considered to be exacerbated. There is a very large, tall and thick row of leylandii between the application dwelling and the properties in Sycamore Close that currently limits overlooking between the two roads, however its retention is not secured by any means. As such, the insertion of roof lights would not result in unacceptable harm to neighbouring living conditions by reason of overlooking. I am of the view that the insertion of rooflights would not conflict with the reason for the original condition.

4.3.9 In addition, the integral work and insertion of new openings at ground floor level will also be acceptable.

4.3.10 The development is therefore considered to accord with Policy D3 of the NHLP and Section 12 of the NPPF.

Highways and Parking:

4.3.11 The development includes an increase in the number of bedrooms from 3no. to (potentially) 4no (one of which is marked as a playroom/study). The application site has two off road parking spaces, and the conversion of the garage will result in the loss of one space. However, the permitted development rights for this property do not limit the conversion of the garage, meaning that the property could have one space for a three-bed property without specific planning consent. Which means the development would already fail to comply with Policy T2 of the NHLP. Having one space for a four-bed property is not ideal, however there is space to the front of the property that could allow for an additional space should one be needed. There is limited parking on the street as it is a narrow private road leading to a cul de sac arrangement. There are no public footpaths and all properties within the close have off road provision, meaning that on road parking is limited to that immediately on or outside individual plots if good manoeuvrability is to continue. However, after consideration officers are of the view that the site is also in a sustainable location; therefore, the lack of one space would not be a strong enough reason to justify a refusal in this particular case.

Environmental Implications

4.3.12 The proposed development is not large enough in scale to cause significant implications for the local environment in terms of carbon emissions and therefore would be generally in compliance with Section 14 of the NPPF.

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 N/A

4.6 **Pre-Commencement Conditions**

4.6.1 N/A

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 extension(s) hereby permitted shall be built in external materials to match the existing dwellinghouse unless otherwise agreed in writing by the LPA.

Reason: To protect the visual amenities of the locality and to comply with Policies D1 and D2 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 <i>S. Kasparian</i> Sarah Kasparian	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 4 August 2026	