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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: 26/01070/FP
HCC ref: NH/29363/2026
HCC received: 3 June 2026
Area manager: Manjinder Sehmi
Case officer: Shamsul Huda

Location

Pease House , Tilehouse Street, Hitchin, Hertfordshire, SG5 2DX

Application type

Full Application

Proposal

Full Planning Permission : External alterations to windows and doors, roof alterations with installation of inset balconies and dormer windows, hard and soft landscaping alterations to include replacing existing grassed area with rear terrace and installation of steps, installation of side terraced area and installation of refuse storage and cycle stores and installation of external lighting.

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:

CONDITION1: Provision for onsite parking (Car &Cycles)

Prior to the first occupation of the development hereby permitted the proposed onsite car and cycle parking, refuse collection areas and turning area shall be laid out, demarcated, levelled, surfaced and drained in accordance with the approved plan 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).

CONDITION2: Provision for CTMP

No development shall commence until a Construction Traffic/Environmental Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the construction of the development shall only be carried out in accordance with the approved Plan. The Construction Traffic Management Plan shall include details of:

- a. Construction vehicle numbers, type, routing.
- b. Access arrangements to the site.
- c. Measure to minimise dust, noise machinery and traffic noise impacts during construction.
- d. Screening and hoarding details to protect neighbouring residents.
- e. Traffic management requirements, including the location of routes and from the site, details of their signing monitoring and enforcement measures.
- f. Construction and storage compounds (including areas designated for car parking, loading /unloading and turning areas);
- g. Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off times.
- h. Provision of sufficient on-site parking prior to commencement of construction activities.
- i. Post construction restoration/reinstatement of the working areas and temporary access to the public highway.
- j. where works cannot be contained wholly within the site a plan should be submitted showing the site layout on the highway including extent of hoarding, pedestrian routes, and remaining road 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).

HIGHWAY INFORMATIVE:

AN) Construction Management Plan (CMP): The purpose of the CMP is to help developers minimise construction impacts and relates to all construction activity both on and off site that impacts on the wider environment. It is intended to be a live document whereby different stages will be completed and submitted for application as the development progresses. A completed and signed CMP must address the way in which any impacts associated with the proposed works, and any cumulative impacts of other nearby construction sites will be mitigated and managed. The level of detail required in a CMP will depend on the scale and nature of development.

The CMP would need to include elements of the Construction Logistics and Community Safety (CLOCS) standards as set out in our Construction Management template, a copy of which is available on the County Council's website at: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx>

AN) Extent of Highway: Information on obtaining the extent of public highway around the site can be obtained from the HCC website: www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/extent-of-highways.aspx

AN) 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.

COMMENTS:

The application site was approved previously by a separate application (Ref NH/27041/2025 LPA Ref-25/026/PNMA) on 15 October 2024.

Now this application seeks the views of the highways for external alterations to replace windows and doors, roof alterations with installation of roof lights, inset balconies and dormer windows, extend existing entrance ramp, hard and soft landscaping alterations to include a central courtyard to replace existing parking/ hard standing, and installation of refuse storage and cycle stores and external lighting.

The submitted transport statement (TS) does not contain enough information regarding the potential impact on the highway network during the construction of the proposed development. Therefore, a robust Construction Management Plan should be secured by a planning condition.

The Highway Authority requests that formal consideration is given to construction management issues to ensure that any inconvenience to users of the school site and the adjacent highway is minimised.

In summary, it is considered that the completed development is not expected to result in a significant impact on the safety and operation of the adjacent highway network. The Highway Authority therefore does not raise any objection to the application subject to confirmation of the suggested planning condition identified above

Signed

Shamsul Huda

24 June 2026