



Mark Youngman
Development Management Group Manager
Hertfordshire County Council
Postal Point CHN115
Farnham House
Six Hills Way
Stevenage
SG1 2ST

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: 26/01069/FP
HCC ref: NH/29362/2026
HCC received: 3 June 2026
Area manager: Manjinder Sehmi
Case officer: Shamsul Huda

Location

Radcliffe House , Tilehouse Street, Hitchin, Hertfordshire, SG5 2DW

Application type

Full Application

Proposal

Full Planning Permission : External alterations to replace windows and doors, roof alterations with installation of rooflights, inset balconies and dormer windows, extend existing entrance ramp, hard and soft landscaping alterations to include a central courtyard to replace existing parking/ hardstanding, and installation of refuse storage and cycle stores and 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) Debris and deposits on the highway: It is an offence under section 148 of the Highways Act 1980 to deposit compost, dung or other material for dressing land, or any rubbish on a made up carriageway, or any or other debris on a highway to the interruption of any highway user. Section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Therefore, best practical means shall be

taken at all times to ensure that all vehicles leaving the site during construction of the development and use thereafter are in a condition such as not to emit dust or deposit mud, slurry or other debris on the highway. Further information is available by telephoning 0300 1234047.

AN) Obstruction of highway: It is an offence under section 137 of the Highways Act 1980 for any person, without lawful authority or excuse, in any way to wilfully obstruct the free passage along a highway or public right of way. If this development is likely to result in the public highway or public right of way network becoming routinely blocked (fully or partly) the applicant must contact the Highway Authority to obtain their permission and requirements 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/21898/2024 LPA Ref-24 01669/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

Para 1.14 of the Transport Statement conformed that no changes are proposed to existing access arrangement.

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.

Therefore, the highway authority considers that the proposed development would not have significant impacts on the adjacent highway network and hence no objection is recommended subject to the above conditions.

Signed

Shamsul Huda

24 June 2026