

Hertfordshire County Council

Mark Youngman

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

Response to Planning Application

(Town and Country Planning (Development Management Procedure) (England) Order 2015)

Director of Planning

North Hertfordshire Council
Council Offices
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

Reference	Details
District Ref:	26/00904/FPH
HCC Ref:	NH/28993/2026
HCC Received:	8 June 2026
Area Manager:	Manjinder Sehmi
Case Officer:	Paul Marshall

Site Address

4 Leete Place

Royston
Hertfordshire
SG8 5DX

Application Type

Full Application

Proposal

Amended Proposal

Full Permission Householder: Single storey side and rear extension, open-sided front porch, replacement roof including installation of rooflights, removal of chimney and alterations to existing fenestration following demolition of existing store. Installation of vehicular access via dropped kerb and vehicle crossover, including hardstanding to provide two parking spaces.

Highway Authority 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 planning permission**, subject to the following conditions.

Conditions

CON1. Vehicular Access

Prior to the first use of the development hereby permitted, the vehicular access shall be completed and thereafter retained as shown on drawing **2601/11 Rev A**, in accordance with details and specifications to be submitted to and approved in writing by the Local Planning Authority, in consultation with the Highway Authority.

Appropriate arrangements shall be made for surface water to be intercepted and disposed of separately so that it does not discharge from or onto the public highway.

Reason:

To ensure satisfactory access into the site and avoid the discharge of surface water or carriage of extraneous material onto the highway, in accordance with Policy 5 of Hertfordshire's Local Transport Plan (2018).

CON2. Parking Provision

Prior to the first use of the development, the proposed parking space shall be provided at **5.0m x 2.5m**, in accordance with the Place and Movement Planning Design Guidance (P&MPDG), Part 4, Chapter 6, Table 11.9, and retained thereafter for that purpose.

Reason:

To ensure a satisfactory form of development and in the interests of highway safety, in accordance with Policy 5 of Hertfordshire's Local Transport Plan (2018).

CON3. Pedestrian Visibility Splays

Prior to the first use of the development hereby permitted, **0.65m x 0.65m pedestrian visibility splays** shall be provided on each side of the access and retained thereafter.

The splays shall be measured from the point where the edges of the access cross the highway boundary, extending 0.65m into the site and 0.65m along the highway boundary to form triangular visibility splays.

Within these areas, there shall be no obstruction to visibility between **0.6m and 2.0m** above carriageway level.

Reason:

To ensure a satisfactory development and safeguard pedestrian safety in accordance with Policies 5 and 7 of Hertfordshire's Local Transport Plan (2018).

CON4. Surface Material

Prior to first occupation of the development, the parking area shall be surfaced in a **bound material** to prevent loose material spilling onto the public highway.

Reason:

To ensure satisfactory access and prevent debris from being carried onto the highway, in accordance with Policy 5 of Hertfordshire's Local Transport Plan (2018).

Informatives

AN1. Storage of Materials

The applicant is advised that construction materials should be stored within the site and not on the public highway. If this is not possible, authorisation should be obtained from the Highway Authority before works commence.

Further information:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx>

Tel: 0300 123 4047

AN2. Obstruction of Highway Land

Under Section 137 of the Highways Act 1980, it is an offence to obstruct a public highway or public right of way without lawful authority.

If construction activities are likely to obstruct the highway or public rights of way, permission must be obtained from the Highway Authority before works commence.

Further information:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx>

Tel: 0300 123 4047

AN3. Debris and Deposits on the Highway

Sections 148 and 149 of the Highways Act 1980 make it an offence to deposit material, mud, slurry, dust or debris on the highway.

Appropriate measures shall be taken to ensure vehicles leaving the site do not carry debris onto the public highway.

Further information:

Tel: 0300 123 4047

AN4. Surface Water Drainage

The Highway Authority has powers under Section 163 of the Highways Act 1980 to require measures preventing water from roofs or other parts of a property flowing onto or over the public highway.

AN5. Vehicle Crossover Works (Section 184)

Where works within the public highway are required to facilitate a new or amended vehicular access, they shall be carried out to the Highway Authority's specification by an approved contractor.

Any costs associated with the alteration or relocation of highway infrastructure, including street furniture and statutory undertakers' apparatus, shall be borne by the applicant.

Further information:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/dropped-kerbs/dropped-kerbs.aspx>

Tel: 0300 123 4047

Highway Authority Assessment

Context

Leete Place is an unclassified local access road serving a residential function and is maintained at public expense. A **30mph speed limit** applies.

Within Hertfordshire County Council's Place and Movement Network, Leete Place is classified as **P2/M1 (Residential Street)**.

There have been **no recorded injury collisions within the immediate vicinity of the site during the most recent five-year period**.

No Public Rights of Way are affected by the proposal.

The County Council does not consider Leete Place to be a traffic-sensitive route.

Policy Review

The application has been assessed against the following documents:

- Manual for Streets (2007)
 - National Planning Policy Framework (NPPF)
 - Hertfordshire Local Transport Plan 4 (2018-2031)
 - Cycle Infrastructure Design Guidance (Local Transport Note 1/20)
 - Hertfordshire Place and Movement Planning Design Guidance (Adopted March 2024)
-

Planning History

The site benefits from previous planning history which has been taken into consideration in the assessment.

Drawings Reviewed

The Highway Authority has reviewed the submitted supporting information, including drawings:

- 2601/05
 - 2601/10
 - 2601/11 Rev A
-

Access

Drawing **2601/11 Rev A** shows a proposed dropped kerb and parking space.

The proposed dropped kerb accords with Hertfordshire County Council's Residential Dropped Kerb Policy. Conditions and informatives relating to its construction are recommended.

Parking

The submitted parking space is shown as **5.0m x 2.4m**.

The Highway Authority recommends that the parking space be increased to **5.0m x 2.5m** in accordance with the Place and Movement Planning Design Guidance (P&MPDG Part 4, Chapter 6, Table 11.9).

Parking Controls

The Local Planning Authority remains responsible for assessing compliance with local parking standards.

The Highway Authority notes that Resident Permit Parking operates along the frontage of No. 4 Leete Place. The proposed dropped kerb therefore falls within a Controlled Parking Zone (CPZ).

The applicant should consult with the relevant District or Borough Council and obtain any necessary approvals.

Should amendments to a Traffic Regulation Order (TRO) be required, the applicant will be responsible for applying for and funding those changes.

Visibility

P&MPDG Part 3, Chapter 9 requires suitable inter-visibility between vehicles exiting the site and users of the highway network.

For a 30mph road, a visibility splay of **43m in each direction** would normally be required, measured from a setback of **2.4m** from the carriageway edge. In low-speed and lightly trafficked environments, a reduced setback of **2.0m** may be acceptable.

In this instance, a full vehicular visibility splay cannot be achieved. However, given the short length of Leete Place (approximately 78 metres) and the low traffic volumes, the Highway Authority considers this acceptable.

Pedestrian Visibility

P&MPDG Part 4, Chapter 6, Paragraph 19.1 requires parking spaces adjacent to footways or carriageways to provide clear visibility of pedestrians approaching from both directions.

A minimum visibility splay of **0.65m x 0.65m** is required. Any planting within this area should not exceed **0.6m in height**.

Condition 3 is therefore recommended.

Surface Materials

The proposed parking area should be constructed using a bound surface material to prevent debris from being carried onto the highway.

Government guidance on permeable surfacing and Building Regulations Part M also recommend firm, safe and accessible surfaces suitable for all users, including older people and wheelchair users.

Condition 4 is therefore recommended.

Conclusion

Hertfordshire County Council, as Highway Authority, has assessed the proposal and concludes that the development would **not result in an unacceptable impact on the safety or operation of the surrounding highway network**.

Accordingly, the Highway Authority **raises no objection** to the proposal, subject to the conditions and informatives set out above.

Signed

Paul Marshall
Case Officer

9 June 2026