

DELEGATED FILE NOTE

CASE OFFICER: ...Thomas Howe.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
24/02661/FP	Change of use from E(c)(ii) to C3 - dwelling house including first floor rear extension; alterations to fenestration and ground levels. Alterations to existing detached store outbuilding to form ancillary residential annexe with front access ramp.	Ipec House 25 Church Street Baldock Hertfordshire SG7 5AF

Submitted Plan Nos

BFT-100A BFT-200

1.0 Policies

D1 Sustainable design

D3	Protecting living conditions
HE1	Designated heritage assets
HE4	Archaeology
SP1	Sustainable development in North Herts
SP2	Settlement Hierarchy and Spatial Distrib
SECN12	Achieving well-designed places
SECN14	Meeting climate change,coastal,flooding
SECN16	Conserve + enhance historic environment

2.0 **Site History**

- 2.1 22/02185/FP - Change of use from E(c)(ii) to one 3-bed dwelling house and two storey rear extension. Alterations and single storey side extension to existing detached rear store to form an annexe following partial demolition of existing rear buildings. – Conditional Permission
- 2.2 20/02585/FP - Change of Use from ground floor office space and first floor flat to create one semi-detached 3-bed dwelling and reconfigured office space with single storey side / rear extension and new window on the flank wall and velux rooflights – Conditional Permission
- 2.3 Various other applications.

3.0 **Representations**

- 3.1 **Neighbour Consultation** – None received.
- 3.2 **Archaeology** – No Comment. Minimal ground disturbance proposed.

3.3 **Waste and Recycling** – Provides requirements for refuse storage.

3.4 **Environmental Health** –

Contamination – No Objection subject to inclusion of condition.

Noise – No objection subject to informative being included.

Air Quality – No objection subject to inclusion of EV charger condition.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 Ipec House comprises a detached two storey building off Church Street, Baldock. The site is within the Baldock Conservation Area but is not listed. It is presently used as offices for an engineering and surveying company providing professional services.

4.2 **Proposal**

4.2.1 Planning Permission is sought for:

- Change of use from E(c)(ii) to C3 - dwelling house
- First floor rear extension
- Alterations to fenestration and ground levels.
- Alterations to existing detached store outbuilding to form ancillary residential annexe with front access ramp.

It should be noted that that the site benefits from an extant permission for the same development, expiring 4 October 2025.

4.3 **Key Issues**

4.3.1 The key issues for consideration are as follows:

- The principle of the development.
- The acceptability of the design of the proposed development and its resultant impact on the character and appearance of the area.
- The impact that the proposed development would have on the living conditions of neighbouring properties.
- The impact that the proposed development would have on car parking provision in the area.
- The impact that the proposed development would have on the environment.

Principle of Development:

4.3.2 The application site sits within the defined settlement boundary of Baldock, a Town. Policy SP2 describes how general development will be permitted within the defined settlement boundaries of Towns within the district. The proposal comprises general development and is therefore considered to be compliant with the provisions of this policy.

4.3.3 The development seeks to change the use of the building into residential use. The second half of Policy ETC4 relates to the complete loss of employment uses on sites

outside of allocated employment areas. The submitted planning statement advises that the proposal would seek to subdivide the building to provide the residential dwelling in one half of the building, and retain the service use in the other half. This is due to the reduction in labour needs on-site, and the move to a hybrid working environment. Given that the business would remain as operational, I consider that Policy ETC4 is not triggered.

- 4.3.4 Policy HS6 relates to the provision of residential annexes subject to the following criteria:

“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.”

- 4.3.5 The applicant agent has advised that the proposed annex is necessary to provide accommodation to care for an elderly relative within the house and to subsequently live in to retain care facilities in proximity to the house. This is considered to be a suitable identified need. The scale and location of the annex is considered to be subordinate to the main dwelling. No extension works are necessary to create the annex building, however, given the subordinate scale of the building, it is considered to meet criterion c). Subject to a favourable determination, this permission will be subject to a condition restricting its use.

Sustainability:

- 4.3.6 The site is set within the centre of Baldock, and therefore benefits from various amenities, public transport links and open areas within walking or cycling distance to the site. This is therefore considered to be a sustainable and accessible location. Economic benefits from the construction of the development should be viewed favourably, and the retention of the business within the building without the loss of employment should also be viewed favourably. Social benefits from a new market dwelling on a windfall site are afforded positive weight.

Design and Appearance:

- 4.3.7 Policy D1 of the Local Plan states that development will be granted provided the design of the development appropriately and positively responds to the site’s local context together with other criteria to encourage a positive and sustainable form of development. Policy D2 of the Local Plan requires extensions to houses and the erection or replacement of buildings to incorporate design that is sympathetic to the main building 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.
- 4.3.8 As viewed from Church Street, the proposed development would predominantly be set away from view from the public realm. Materials of construction would be consistent

with the existing building, and would be traditional, reflecting the prevailing character of the area. The scale of the development would be consistent with the grain of development to this part of Baldock, and is therefore considered to be acceptable. The subdivision of the plot would result in some intensification of the development within the plot. This is acknowledged, however, the plot size would be typical for a semi-detached pair of dwellings. I therefore consider that the subdivision and associated extensions works would be acceptable. The change of use of the store to an annex would result in the new dwelling benefiting from its own annex within the back garden area. Given that the building is existing, and is solely accessed through the garden area, I consider that its siting would not be at odds with the locality, or result in a form of development that would result in further, unacceptable intensification of the use on the site.

- 4.3.9 The proposed development is therefore considered to be in compliance with Policies D1 and D2 of the Local Plan and the core principles set out within Section 12 of the National Planning Policy Framework. The design and appearance are therefore acceptable.

Impact Upon Heritage Assets:

- 4.3.10 The site is within the Baldock Conservation Area. The proposal would not significantly alter the appearance of the building when viewed from the public realm. Its position within the Conservation Area and the modest scale of enlargements are not considered to significantly detract from the significance of this heritage asset. Policy HE1 is considered to be complied with.

Impact on Neighbouring Properties:

- 4.3.11 Policy D3 of the Local Plan permits development that does not result in unacceptable harm to the amenity of neighbouring occupiers and where necessary encourages the use of mitigation measures to reduce these impacts. This is generally reflected by the provisions within the National Planning Policy Framework.
- 4.3.12 The proposed development would not seek to significantly enlarge the building beyond No. 27. The annex would not be enlarged and the proposed first floor extension would be read against the existing bulk of the dwelling as viewed from NO. 27. Furthermore, the retained occupants at No. 25 would not experience unacceptable harm to the development not extending beyond the rear elevation that this property benefits from, and is therefore considered to hold an acceptable relationship. With regards to privacy and outlook, the applicant has agreed to obscure glaze the first floor side window, to mitigate overlooking from this window opening. Outlook to the front and rear would not allow for overlooking of curtilages and windows and is therefore considered to be acceptable. No neighbour objections were received.
- 4.3.13 Given the above, it is considered that the proposed development would result in no unacceptable detrimental impact upon neighbouring occupiers and is therefore compliant with Policy D3 of the local plan and the aims of the National Planning Policy Framework.

Highways and Parking:

- 4.3.14 The proposed development would be served by a minimum of two parking spaces that are off-street, therefore impacts to parking provision locally would not be harmful.

Environmental Implications:

- 4.3.15 The proposed development, by virtue of its limited scale in general terms together with the sustainable location would have no significant implications for the local environment in terms of carbon emissions and therefore would be generally in compliance with Section 14 of the NPPF.

Biodiversity Net Gain:

- 4.3.16 The development is considered to comply with the de minimis exemption given that it would not be detracting from >25 sqm of on-site habitat. Therefore 10% BNG delivery is not required. To comply with Policy NE4, the applicant has agreed to the submission of details of enhancements within the site to provide measurable gains of BNG.

4.4 **Conclusion**

- 4.4.1 The proposed development is considered acceptable and is considered to comply with the necessary provisions of the Local Plan policies and the National Planning Policy Framework. Grant conditional permission.

4.5 **Alternative Options**

- 4.5.1 None applicable.

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. No development approved by this permission shall take place until the following has been submitted to and approved in writing by the Local Planning Authority:
 - o A Phase 1 Desk Study report documenting the ground conditions of the site with regard to potential contamination;
 - o A Phase 2 Site Investigation (where shown as necessary the Phase 1 Desk Study);
 - o A Phase 3 Remediation Scheme (where shown as necessary by the Phase 2 Site Investigation)All such work shall be undertaken in accordance with BS:10175:2011 or other appropriate guidance issued by the regulatory authorities. The work shall be sufficient

to ensure that measures will be taken to mitigate any risks to human health and the wider environment.

Reason: To protect human health and to ensure that no future investigation is required under Part 2A of the Environmental Protection Act 1990.

4. The window serving Bedroom 2 at first floor level on the side elevation of the development hereby permitted shall be permanently glazed with obscure glass.

Reason: To safeguard the privacy of the occupiers of the adjacent dwelling and to comply with Policy D3 of the North Hertfordshire Local Plan 2011 to 2031.

5. Details and/or samples of materials to be used on all external elevations and the roof of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority before the development is commenced and the approved details shall be implemented on site.

Reason: To ensure that the development will have an acceptable appearance which does not detract from the appearance and character of the surrounding area and to comply with Policy D1 of the North Hertfordshire Local Plan 2011 to 2031.

6. The residential annex hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential dwelling hereby permitted.

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.

7. Prior to the commencement/occupation of the development hereby approved, details of any planting and bird/bat boxes shall be submitted to and approved in writing by the Local Planning Authority.

Reason: To deliver measurable biodiversity net gain in accordance with Policy NE4 of the Local Plan 2011-2031.

8. Prior to occupation, the new dwelling shall incorporate an Electric Vehicle (EV) ready domestic charging point.

Reason: To contribute to the objective of providing a sustainable transport network and to provide the necessary infrastructure to help off-set the adverse impact of the operational phase of the development on local air quality.

Biodiversity Net Gain

1. This development is not subject to the statutory Biodiversity Gain Plan condition because it is considered exempt under the statutory exemptions (<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>) or transitional arrangements in respect of the biodiversity gain condition.

Proactive Statement:

Planning permission has been granted for this proposal. Discussion with the applicant to seek an acceptable solution was not necessary in this instance. 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.

Informative/s:

1. EV CHARGING POINT SPECIFICATION INFORMATIVE:

Each charging point shall be installed by an appropriately certified electrician/electrical contractor in accordance with the following specification. The necessary certification of electrical installation should be submitted as evidence of appropriate installation to meet the requirements of Part P of the most current Building Regulations.

Cable and circuitry ratings should be of adequate size to ensure a minimum continuous current demand for the vehicle of 16A and a maximum demand of 32A (which is recommended for Eco developments).

- o A separate dedicated circuit protected by an RBCO should be provided from the main distribution board, to a suitably enclosed determination point within a garage or an accessible enclosed termination point for future connection to an external charge point.
- o The electrical circuit shall comply with the Electrical requirements of BS7671: 2008 as well as conform to the IET code of practice on Electric Vehicle Charging Equipment installation 2012 ISBN 978-1-84919-515-7 (PDF). This includes requirements such as ensuring the Charging Equipment integral protective device shall be at least Type A RCD (required to comply with BS EN 61851 Mode 3 charging).
- o If installed in a garage all conductive surfaces should be protected by supplementary protective equipotential bonding. For vehicle connecting points installed such that the vehicle can only be charged within the building, e.g. in a garage with a (non-extended) tethered lead, the PME earth may be used. For external installations the risk assessment outlined in the IET code of practice must be adopted, and may require additional earth stake or mat for the EV charging circuit. This should be installed as part of the EV ready installation to avoid significant on cost later.

2. Environmental Health Informative:

During the construction works phase no activities should take place outside the following hours: Monday to Friday 08:00-18:00hrs; Saturdays 08:00-13:00hrs and Sundays and Bank Holidays: no work at any time.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 6 February 2025	