

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/01798/FP	Change of use and conversion of existing building (use class E) to create one dwelling including insertion of rooflights to existing side roofslope, landscaping, external rendering and alterations to fenestration. Installation of air source heat pump.	158 High Street Codicote Hitchin Hertfordshire SG4 8UB

Submitted Plan Nos

GDA-653-01 GDA-653-02 GDA-653-03 GDA-653-04 GDA-653-05 GDA-653-06 GDA-653-07 GDA-653-08 GDA-653-09A GDA-653-10A GDA-653-11A

1.0 Policies

SP2 Settlement Hierarchy and Spatial Distrib

D1	Sustainable design
D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
NE4	Biodiversity and geological sites
SECN12	Making effective use of land
SECN14	Achieving well-designed places

2.0 **Site History**

- 2.1 23/02000/FP - Change of use and conversion of existing building (use class E) to create one 3-bed dwelling including insertion of rooflights to existing side roofslope, landscaping, external rendering and alterations to fenestration (Amended plans recieved 06.10.2023) – Conditional Permission

3.0 **Representations**

- 3.1 **Neighbour Consultation** – None received.

- 3.2 **Archaeology** – “In this instance I consider that this development is unlikely to have a significant impact on heritage assets of archaeological interest and I have no comment to make upon the proposal.”

- 3.3 **Environmental Health** – Noise:

August 2026: *“We would normally expect to see a MCS0 20 (a) noise assessment for an application such as this (the installation of an air source heat pump). There is information in relation to the unit to be installed, however, we need to see such an assessment to see the local context. Can we obtain such information, please?”*

September 2026 – Following further consideration of the spec sheet, considers request for noise assessment can be dispensed with subject to one of the listed units being installed. These would not contribute adverse noise impacts.

3.4 **Highways** – Does not wish to restrict grant of permission. Advises of informatives.

3.5 **Parish Council – Objection.**

“Car Parking – There are no car parking spaces allocated to this application. The District Council’s own car parking standards apply to a building where there is a change of use from commercial to residential. The provision of two parking spaces should therefore be enforced.

*Usage – Has the continued use as a commercial property been explored, particularly as there is a reduction in commercial premises in Codicote?
Infrastructure – Roads are not being upgraded to facilitate the additional traffic.*

Overdevelopment – Codicote already has four substantial housing developments either in the building phase or soon to be and a fifth development has received outline planning permission. There is no increase in amenities and the associated infrastructure to cope with this.

Requirement – With the rapidly expanding housing developments in Codicote, why is there a need for a 3-bed house in the High Street? It is even more disappointing to hear that Hertfordshire Highways have no objection to this development when substantial housing development is already taking place in Codicote.”

Ward councillor were served notice to call the application into Planning Control Committee, but no response was received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 No. 158 comprises a detached two storey building off Codicote High Street. The building appears to be in use as a photography studio. At present the plot includes a rear amenity space but does not appear to benefit from allocated off-street parking.

4.2 **Proposal**

4.2.1 Planning Permission is sought for:

Change of use and conversion of existing building (use class E) to create one dwelling including insertion of rooflights to existing side roofslope, landscaping, external rendering and alterations to fenestration. Installation of air source heat pump.

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 standard of amenity afforded to future occupiers.
- 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 site is within the centre of Codicote. Policy SP2 advises that “housing, along with supporting infrastructure and facilities will be delivered within the adjusted settlement boundaries...” of Codicote and other villages within the district. It is considered that the change of use and associated development would fall within the scope of this policy and therefore the principle of the proposed development would comply with Policy SP2. Policy ETC7 would be triggered due to the change of use resulting in the loss of the existing (Class E) photography business within the building. This policy advises that planning permission for the loss or change of use of any shops, services or facilities outside the defined retail hierarchy will be granted where there are other shops and facilities within 800 metres and that the proposed replacement use would complement the function and character of the area. The High Street in this area where No. 158 sits is a mix between residential uses with shops and services present along the High Street. Therefore, I would conclude that the proposed change of use would not have a detrimental impact on the area or the loss of a use which could be said to be redundant in the world of digital photography. It is also noted that this application is a resubmission of the previously approved scheme, presently extant. Therefore, there is considered to be sufficient support for the principle of development.

In addition, NPPF Policy S4 confirms that development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in the NPPF.

Design and Appearance:

- 4.3.3 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. This policy is broadly consistent with Chapter 14 of the National Planning Policy Framework.
- 4.3.4 The design of the proposal predominantly seeks to alter the rear elevation, to alter existing window openings and to insert new rooflights, undertake landscaping, alter render and to install and air source heat pump. Broadly, the scheme is consistent with the approved scheme and would retain the interest and appearance of this unique and interesting building. Overall, the design and appearance are not considered to be harmful. The removal of the rear element would not be to the detriment of the appearance of the building and is considered to beneficially simply the appearance and layout of the building. This is considered to comply with the provisions of Codicote Neighbourhood Plan policy number COD1 as it is considered that the proposal would integrate well within its environment.
- 4.3.5 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 Chapter 14 of the National Planning Policy Framework. The design and appearance are therefore acceptable.

Standard of Amenity for Future Occupiers:

- 4.3.6 The proposed internal floor space for the dwelling would exceed the minimum space required for a dwelling of this size, as required by the Nationally Described Space Standards. Amenity space is provided to the rear. Overlooking and dominance are not considered to arise from the existing buildings close to these plots, and I therefore consider that the amenities of future occupiers would be suitably served by the buildings and garden areas. It is noted that a barbershop is to the side of the building, and it is located on a busy road through Codicote with frequent vehicle movements resulting in some degree of noise generation acknowledged by residents. This noise generation would not be unacceptable.

Impact on Neighbouring Properties:

- 4.3.7 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.
- 4.3.8 It is noted that the previous approval, LPA ref: 23/02000/FP, was amended to omit a Juliet balcony following concerns of privacy and amenity concerns for neighbours to the rear. The officer concluded that the window arrangement as proposed would not be detrimental to privacy levels when compared to the existing building. The plot circumstances of the nearby dwellings are not considered to have changed substantially since the previous determination. It is considered that the proposal would not dominate or overlook neighbouring properties when compared to existing. Environmental Health consider that noise generation from the air source heat pump unit would not be unacceptable provided one of the units from the specification sheet is implemented. A condition is included requiring the implementation of the unit in accordance with this.
- 4.3.9 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.

Environmental Implications:

- 4.3.10 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 Chapter 18 of the NPPF.

Impact on Highway Network and Parking Levels:

- 4.3.11 The building benefits from no dedicated on or off-street parking, but during the site visit, it was evident that on-street parking along the High Street was both nearby and plentiful. Bus stops can be found along the high street, and other amenities are within a short walk from the application site. A cycle store within the rear garden would provide secure storage for bicycles, allowing for and encouraging the use of sustainable means of travel for future occupants. At present, the unit does not benefit from off-street parking, however, the proposed residential use is not considered to result in an intensification of parking needs and would not oversubscribe the on-street parking found close to the site.

- 4.3.12 I do not consider that the development is likely to result in harm to local parking levels and would be unlikely to impact upon the safe operation of the highway locally. The development would therefore comply with Policies T1 and T2 of the Local Plan 2011-2031.

Other Matters:

- 4.3.13 It is noted that the previous application sought to withdraw permitted development rights. Given the site is not within the conservation area and is physically constrained, I consider it is prudent to withdraw Class A, B and E permitted development rights in the interest of preserving local character, design and neighbour amenity.
- 4.3.14 The Parish Council have raised concerns about the proposal which are mostly addressed above. Whilst there has been a significant amount of new housing development within Codicote, this cannot form the basis for refusal of planning permission for a single dwelling house, particularly in the light of NPPF Policy S4. Notwithstanding the extant planning permission, this scale of development would also not have a material impact upon infrastructure, services and facilities within Codicote.

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 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.

2. The rear elevation of the dwellinghouse hereby permitted shall only be finished in render to match existing with off white masonry paint finish as stated on drawing number GDA-653-11A and thereafter shall be retained as such, unless otherwise agreed in writing by the LPA.

Reason: To ensure that the building is in-keeping with the host property and 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.

3. The air source heat pump shall be implemented in accordance with a model listed within the ecodan specification sheet received 5 August 2026, unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interest of preserving neighbour amenity to comply with the provisions of Policy D3 of the North Herts Local Plan 2011-2031.

Biodiversity Net Gain

1. The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition "(the biodiversity gain condition)" that development may not begin unless:
(a) a Biodiversity Gain Plan has been submitted to the planning authority, and
(b) the planning authority has approved the plan.
The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be North Hertfordshire District Council.
There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply (<https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments>).
Based on the information available this permission is considered to be one which will require the approval of a biodiversity gain plan before development is begun because none of the statutory exemptions or transitional arrangements are considered to apply.

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. AN1) 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 website:
<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx> or by telephoning 0300 1234047.
AN2) Obstruction of public highway land: 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 website: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/business-licences/business-licences.aspx> or by telephoning 0300 1234047.

AN3) Avoidance of surface water discharge onto the highway: The applicant is advised that the Highway Authority has powers under section 163 of the Highways Act 1980, to take appropriate steps where deemed necessary (serving notice to the occupier of premises adjoining a highway) to prevent water from the roof or other part of the premises falling upon persons using the highway, or to prevent so far as is reasonably practicable, surface water from the premises flowing on to, or over the footway of the highway.

AN4) 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>

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 28 September 2026	