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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: 25/02689/PNMA
HCC ref: NH/27041/2025
HCC received: 3 November 2025
Area manager: Manjinder Sehmi
Case officer: Shamsul Huda

Location

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

Application type

Prior Approval

Proposal

Prior Approval Class MA - Comm to Resi : Change of use from office (Use Class E) to residential (Use Class C3) to provide 27no. dwellings

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) 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.

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.

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) 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.asp>

COMMENTS

The development proposal consisting of a change of use of a building and any land within its curtilage from a use falling within Class E (commercial, business and service) of Schedule 2 to the Use Classes Order to a use Class C3 of Schedule 1 to that order.

The application confirms that the housing mix as below

1 bed dwelling =13

2 bed dwelling = 14

The application site is located along Old Charlton Road which is an unclassified road and can be accessed via an existing access of Old Charlton Road. Para 3.2.2 of the submitted Transport Statement confirms that no new or changes to the existing access is proposed. The highway authority considers that existing access is more than enough to support the development.

In terms of onsite parking, para 3.3.6 confirms that a total of 48 parking spaces for car and 54 cycle storages will be provided and shown on the figure 3.2 and figure 3.3

The above provision of onsite parking will be accessible in the highway grounds. However, the condition 1 is recommended to make sure that all onsite parking should be designed in accordance with the HCC's P&MPDG -2024 and provided before first use of the development.

In regard to trip generation, a summary of trip generation has been provided. Table 4.3 indicates that there will be net reduction in trips generation by 100. The highway authority considers the proposed development will have less impact on the local highway network.

A site access swept path analysis for refuse vehicles is submitted (Ref-ITL210646-GA-001) which shows that a 12.2m long refuse vehicle can enter and exit the site in forward gears.

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 November 2025