

DELEGATED FILE NOTE

CASE OFFICER: ...Harriet Sanders.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00520/FPH	First floor side extension above existing garage and part two storey part single storey rear extension. Insertion of front ground floor window following removal of existing garage doors to facilitate garage conversion into habitable accommodation. Alterations to fenestration. Alteration to front boundary wall. Hard landscaping to front and rear. Provision of one additional front parking space. (Amended plans received 18/05/2026 and 20/05/2026).	11 Westfield Close Hitchin Hertfordshire SG5 2HF

Submitted Plan Nos

Location Plan 001Rev D 002 Rev E 003 Rev E 004 Rev D 005 Rev D 006 Rev E 007 Rev E 008 Rev E
009 Rev E 010 Rev E

1.0 Policies

D1 Sustainable design

D2 House exts, replcmnt dwellings outbuild

D3 Protecting living conditions

T2 Parking

2.0 **Site History**

2.1 None on file.

3.0 **Representations**

3.1 Neighbour consultation was carried out. One objection received raising the following points (summarised):

- ☐ refer to "Indicative ground level" and existing slope in Westfield Close and elevation differences between properties.
- ☐ the lack of a fixed point of reference in the published documents means it is not possible for us to fully determine the effects of the proposed rear extension in terms of height, massing, shadowing and overall relationship to our property.
- ☐ consider No. 11 to be south facing, mass of the proposed two storey extension could cause shadowing of our private amenity space.
- ☐ satellite image does not present an accurate representation of potential shadowing impacts of the proposed No.11 extension on our private amenity space.
- ☐ raise query re plans and depth of extension shown. The completed No. 11 rear extension would be materially deeper than No 9 by at least 1 metre, excluding the raised decking.
- ☐ raise query re the stated distance measurement between the walls of the two properties (across the boundary).
- ☐ we are concerned that the addition of a further 4 metres of brick wall on the existing boundary wall line of No.11, and being at least 2.98m high, would be overbearing and create a sense of enclosure.
- ☐ query re: annotation note, '200mm overhang for Soffit, Guttering & Fascia Boundary is 450mm away, this sits firmly on our land'. We consider this to be incorrect as the boundary would be only 120mm away. The stated overhang of 200mm would therefore compromise the boundary line.

- concerned as to how the rear extension wall on the boundary and the associated soffit and guttering breaching the boundary would be accessible for future maintenance or repair.

3.2 Following the concerns raised, the case officer visited the neighbouring property at no 9. It was found that there were inaccuracies in the plans. The applicant addressed the inaccuracies and revised plans were submitted (18/05/2026 and 20/05/2026) and consultation was undertaken.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 No 11 is a detached property on the north side of Westfield Close, a cul de sac. Westfield Close slopes down from Westfield Lane to the cul de sac turning head. This results in the application property sitting at a lower level than no 9 but higher than no 13.

4.1.2 There is a degree of uniformity in the streetscene with similar styles of houses and materials used. There are examples of extensions in the locality.

4.1.3 The surrounding uses are mostly residential.

4.2 **Proposal**

4.2.1 Consent is sought for:

“First floor side extension above existing garage and part two storey part single storey rear extension. Insertion of front ground floor window following removal of existing garage doors to facilitate garage conversion into habitable accommodation. Alterations to fenestration. Alteration to front boundary wall. Hard landscaping to front and rear. Provision of one additional front parking space. (Amended plans received 18/05/2026 and 20/05/2026).”

4.2.2 Materials proposed are to match existing. It is noted in the application form that modern uPVC windows in Chartwell green are proposed.

4.3 **Key Issues**

4.3.1 The key material considerations when assessing the planning merits of the proposal are:

- design and appearance.
- potential impact on neighbour amenity.
- access, highways and parking.
- Impact on the environment.

Design and Appearance

- 4.3.2 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.
- 4.3.3 Policy D2 of the Local Plan requires extensions to houses to incorporate design that is sympathetic to the main dwelling 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 the aims of Section 12 of the National Planning Policy Framework (NPPF).
- 4.3.4 The proposed extensions will result in substantial additions to the property and will alter the overall character and appearance of the host dwelling.
- 4.3.5 The first floor addition over the garage will alter the appearance of the dwelling in the streetscene. However, the extension relates adequately to the host dwelling, with the roof form maintaining the hipped form. The loss of one of the chimneys is unfortunate but unobjectionable. The insertion of a window in place of the garage door is acceptable. The first floor addition and conversion of the garage will not cause unacceptable harm to the character and appearance of the streetscene.
- 4.3.6 The rear additions are substantial and are not particularly sympathetic to the host dwelling in terms of scale or design. The flat roof two storey element is not a particularly positive feature and relates neutrally to the host dwelling and locality. However, the addition is sited at the rear of the dwelling and is not visible from the street. Furthermore, whilst there is some degree of cohesion in design and appearance in the streetscene, there is a wide variety of design of properties visible from the rear of the dwelling. Therefore, whilst the additions are not particularly sympathetic to the host dwelling, the local context at the rear is varied and the additions are unobjectionable in this context.
- 4.3.7 The alterations to the boundary wall at the front are acceptable.
- 4.3.8 The proposed brick and tile materials to match existing are supported. It is noted that Chartwell green new and replacement windows are proposed. Whilst a change from white windows is disappointing and not sympathetic to the majority of the streetscene or locality, there are examples of grey and green windows in the wider locality and this is therefore unobjectionable.
- 4.3.9 Overall the design and appearance of the proposal is unobjectionable and does not conflict with Local Plan policies D1 and D2 or the provisions of the NPPF.

Potential impact on neighbouring amenity

- 4.3.10 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 NPPF (paragraph 198).

Potential Impact on no 9

- 4.3.11 No 9 sits at a higher level than no 11 and has been extended. No 9 sits off the shared boundary but no 11 is built close up to the boundary.
- 4.3.12 The proposed rear additions closest to no 9 are single storey and will project slightly beyond the rear building line of no 9. To reduce any potential harm, the corner closest to no 9 that extends beyond the rear building line of the neighbouring property has been stepped in to reduce potential harm. There will be an expanse of wall along the boundary but this will be single storey, lower than no 9 and will not project beyond the rear elevation of no 9 where it is stepped in. This may increase a sense of enclosure but not to a degree that would cause unacceptable harm. The area affected is used as an access route to the rear garden of no 9 and is not the main amenity space of the garden.
- 4.3.13 The two storey element is set sufficiently far off the shared boundary that no unacceptable harm will be caused as a result of overshadowing or overbearing bulk and mass.
- 4.3.14 The composite brown decking and step will not exceed more than 0.3m in height above existing ground level. It is reasonable and necessary to condition this as part of the consent due to the varying ground levels and proximity to the neighbouring property.
- 4.3.15 Comments regarding orientation of the properties and the satellite image is noted. The depth and siting of the two storey element mean that no unacceptable harm will arise as a result of overshadowing of amenity space at no 9.
- 4.3.16 Comments regarding the guttering have been addressed in revised plans. No guttering will overhang no 9.
- 4.3.17 Comments regarding maintenance of the side wall facing no 9. This is not a material planning consideration.
- 4.3.18 Comments regarding indicative ground levels are noted. Householder applications are not required to submit ground survey plans. The assessment of potential impact can be assessed based on existing structures. The applicant revised the plans to correct the inaccuracies which is sufficient for the purposes of determining this application.
- 4.3.19 No 11 sits at a lower level than no 9. The extension closest to no 9 is close to the boundary. However, it is single storey and has been stepped in at the far extent to reduce potential harm on no 9. Overall it is considered that no unacceptable harm to the amenity of no 9 will arise as a result of the proposals.

Potential Impact on no 13

- 4.3.20 No 11 and no 13 are both set off the shared boundary. No 13 sits at a lower level and projects further rearwards than no 11. The two storey rear extension will not project beyond the rear

elevation of no 13. The extension over the garage will increase the bulk and mass along the boundary and at the front of the properties. However, this will not result in unacceptable harm. Due to the orientation of the properties, no unacceptable overshadowing will occur.

- 4.3.21 Overall, no unacceptable harm to the amenity of no 13 will occur.

Highways and Parking

- 4.3.22 The proposal will result in an additional bedroom at the property. An additional parking space is proposed on the drive and a widening of the access through the removal of part of the boundary wall. The existing crossover will not be altered. There will be adequate space to park on the driveway. The alterations to the driveway and boundary wall are acceptable.

Environmental Implications

- 4.3.23 The proposed development would not have 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

- 4.3.24 This is a householder application which is exempt from BNG Legislation defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

4.4 **Conclusion**

- 4.4.1 The proposed development meets the requirements of Local Plan policies and the general provisions of the National Planning Policy Framework.

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. The extension(s) hereby permitted shall be built in external materials to match the existing dwellinghouse unless otherwise agreed in writing by the LPA.

Reason: 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.

Proactive Statement:

Planning permission has been granted for this proposal. The Council acted proactively through positive engagement with the applicant during the determination process which led to improvements to the scheme. 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:

Informative

The applicant's attention is brought to the fact that any hard landscaping/raised decking over 0.3m in height will need separate planning permission.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 11 June 2026	

