



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

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: 25/00378/FP
HCC ref: NH/24052/2025
HCC received: 25 February 2025
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

4 Station Road, Letchworth Garden City, Hertfordshire, SG6 3BH

Application type

Full Application

Proposal

Full Planning Permission : Change of use of first floor and parts of ground floor from Class E use to residential use (C3) to provide 3no flats with external alterations to facilitate the change of use

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:

CON1) No development shall commence until a Construction Management & Demolition Plan has been submitted to and approved in writing by the Local Planning Authority, including elements of the CLOCS standards as set out in the Highway Authority's Construction Management template. Thereafter the construction of the development shall only be carried out in accordance with the approved Plan: The Construction Management Plan shall include details of:

- a. Construction vehicle numbers, type, routing
- b. Access arrangements to the site;
- c. Traffic management requirements
- d. Construction and storage compounds (including areas designated for car parking, loading / unloading and turning areas);
- e. Siting and details of wheel washing facilities;
- f. Cleaning of site entrances, site tracks and the adjacent public highway;
- 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 / and or local car parks 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).

CON2) Prior to the first commencement of the development hereby permitted, a scheme for the parking of cycles including details of the design, level and siting as shown on drawing 05B shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be fully implemented before the development is first occupied (or brought into use) and thereafter retained for this purpose.

Reason: To ensure the provision of cycle parking that meets the needs of occupiers of the proposed development and in the interests of encouraging the use of sustainable modes of transport in accordance with Policies 1, 5 and 8 of Hertfordshire's Local Transport Plan (adopted 2018)

HCC as Highway Authority recommends inclusion of the following Advisory Note (AN) to ensure that any works within the highway are carried out in accordance with the provisions of the Highway Act 1980.

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 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.

AN2) 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.

AN3) 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.

COMMENTS

The proposals are Full Planning Permission: Change of use of first floor and parts of ground floor from Class E use to residential use (C3) to provide 3 no flats with external alterations to facilitate the change of use.

Context: Station Road is a classified road and provides a secondary distributor function in the road hierarchy. Station Road is highway maintainable at public expense. A 20mph speed limit applies. on HCC's Place and Movement network Station Road is classed as P3/M2 (E.g. High Street). No reportable highway accidents recorded within the immediate vicinity of the application site (5-year rolling). No Public Right of Way (as shown on the PRoW map) directly affects the site or would be affected by the proposal. The county council considers Station Road to be a traffic sensitive road.

Policy Review:

The key documents used to assess the application are

- Manual for Streets 2007
- National Planning Policy Framework (July 2021)
- Hertfordshire County Council's (HCC) Local Transport Plan-4 [2018-2031, May 2018]
- Cycle Infrastructure Design DfT Local Transport Note 1/20 (July 2020)
- HCC's Place & Movement Planning Design Guidance (adopted in March 2024)

PLANNING HISTORY

The application site has no previous planning history.

DRAWINGS

The Highway Authority note the submission of materials in support of the planning application, including drawing numbers: 01B to 03B, 05B and Design & Access Statement, and Design & Access & Sustainability Statement

ACCESSIBILITY

All parts of the town centre are within a short walk. The train station is a 2-minute walk, bus stops are directly fronting the site on both side of Station Road. The application is fully compliant with NPPF Section 115 (a & b) and LTP4 Policy 1 and 5.

Taking into account the compliance with the standards mentioned above, the proposals as a whole reflect Hertfordshire County Councils LTP 4 policy 1 and 5 in terms of sustainability.

CYCLING

Drawing Ref (05B) illustrates cycle parking illustrates parking for 3 cycles, which is in line with the 'Cycle Infrastructure Design' DfT Local Transport Note 1/20 (July 2020) which recommends for cycle parking storage should be 2m (1.8m is acceptable) in length by 0.3m space between cycles. There should be parking for 1 cycle per dwelling. Outside cycle parking should be covered and lockable. The provision of well-located, safe and secure cycle parking for residents and visitors is a key factor in encouraging people to cycle as an alternative to using the private car. Please see Condition 2.

PEDESTRIANS

The DA&SS illustrates a new entrance on the eastern flank elevation, providing access to a communal staircase. This is fully compliant with NPPF Section 115 (a & b). The proposals as a whole reflect Hertfordshire County Councils LTP 4 policy 1 and 5 in terms of sustainable access.

VEHICULAR ACCESS

Drawing Ref (01B) shows the existing car access to the western flank. This leads to a parking area behind the site. The access is adequate for the proposals.

PARKING

The DA&SS states: Two parking spaces are proposed. It is intended these are for the use of the ground floor commercial use. These are in line with HCC's Place & Movement Planning Design Guidance (adopted in March 2024) which recommends parking bays should 5mx 2.5m

There are however, a further 6 parking spaces illustrated on drawing Ref (01B). This is slightly misleading as the Application Form states there are two existing spaces. The proposed car parking provision and layout is the responsibility of the LPA to determine the level and suitability of the car parking proposals, it is essential that it is operated in efficient and safe manner to minimise the impact on the local highway network which is the responsibility of the Highway Authority.

EMERGENCY ACCESS

Consistent with the National Planning Policy Framework (2023), paragraph 116 (d), applications for development should allow for access by emergency vehicles. Guidance is set out in Manual for Streets (MfS) (6.7.2). HCC's Place and Movement Planning Design Guide (P&MPDG) (Part 2 Chapter 4). Requirements are set out in the Building Regulations: Fire Safety Approved Document B, Vol 1, Dwellings, 2010 (as subsequently amended). Access for a pumping appliance should be provided to within 45m of a single dwelling house (and within 45m of all points within the dwelling house). As far as it can be reasonably ascertained from submitted plans, the proposed development would not be within the recommended emergency vehicle access distance from the highway. The Highway Authority will refer the application to the fire service. They will contact the planning officer from NHDC with their review

REFUSE / RECYCLING

The proposals for recycling bin storage must be in line with Manual for Streets MfS 6.8.9 residents should not be required to carry waste more than 30m and be within 25m of the kerbside/bin collection point. Access for Refuse Vehicles: The proposals will not affect existing access arrangements for kerbside collection.

CONSTRUCTION MANAGEMENT & DEMOLITION STATEMENT (CMDS)

It is important that a CMDS is provided considering Station Road is a secondary distributor road with high levels of traffic in the peak hours. The statement must have or be shown as a drawing of the construction site and the dedicated areas within. These should include but not limited to, construction parking area (if any), wheel washing, and storage area. Please see Condition 1 above.

CONCLUSION

Should the LPA be minded to approve the application please note the above conditions and informatives. This level of development is unlikely to generate any extra movements which would ultimately lead to demonstrable harm to the highway network in terms of free flow and capacity, therefore; the highway authority would not wish to restrict the grant of planning permission.

Signed
Paul Marshall

14 March 2025