

DELEGATED FILE NOTE

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

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/03034/FPH	Insertion of two rooflights in single- storey rear element and installation of rear entrance door	5 St Albans Road Codicote Hitchin Hertfordshire SG4 8UT

Submitted Plan Nos

SM/COD/2025/001 SM/COD/2025/002 SM/COD/2025/003 SM/COD/2025/004 SM/COD/2025/005

2.0 **Site History**

- 2.1 19/01328/FPH - Single storey rear extension following removal of existing W.C. and ancillary works – Conditional Permission

3.0 **Representations**

- 3.1 **Neighbour Representations** – None Received

- 3.2 **Conservation Officer** – No Objection. Recommends conditions.

“The proposed conservation rooflights are to the rear and of a conservation style and would not be visible from the public domain. Additionally these two rooflights received approval on a previous non implemented approved application (19/01328/FPH) and there is no reason to not to approve on this application.

The proposal for a rear door is supported as it would not detract from the character of the conservation being located to the rear of the property (not principal elevation). Other examples are evident along Bakers Lane. The door would need to be timber rather than a composite timber effect door as stated on the application form.”

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 No. 5 comprises a mid-terrace two storey dwelling off St Albans Road, backing onto Baker's Lane in Codicote. The site is within the Codicote Conservation Area and is in proximity to nearby Listed Buildings.

4.2 **Proposal**

- 4.2.1 Planning Permission is sought for:

Insertion of two rooflights in single-storey rear element and installation of rear entrance door.

4.3 **Key Issues**

- 4.3.1 The key issues for consideration are as follows:

- The acceptability of the design of the proposed development and its resultant impact on the character and appearance of the area.

- The impact of the proposed development on the significance of Heritage Assets.
- 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.

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. 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 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 Section 12 of the National Planning Policy Framework. Policy HE1 emphasises how permission will be refused where proposals would cause substantial harm or a loss of significance to a Heritage Asset, in this case, the Conservation Area, and permission should be refused unless it can be demonstrated that the proposal is necessary to deliver considerable public benefits to outweigh this harm or loss. Policy SP13 emphasises how great weight will be given to the potential harms to the significance of heritage assets, seeking their conservation and management of their setting. This policy is broadly consistent with Section 16 of the National Planning Policy Framework. Section 72 of the Planning (Listed Building and Conservation Areas) act 1990 emphasises that development should seek to the preservation or enhancement of the Conservation Area.
- 4.3.3 The proposed development would modestly alter the appearance of the dwelling as viewed from the public realm. This would be similar to other buildings in the vicinity and would therefore not appear at odds with this local character. Justification has been given for the introduction of the doorway and rear entrance, providing a quicker means of access into and out of the dwelling for occupants. I consider this is acceptable, and given the existing presence of other doors to neighbouring dwellings along Baker's Lane, I consider that the design would be acceptable. The Conservation Officer has made representation, and has not objected, considering the development to be acceptable subject to the implementation of a condition. The applicant has advised of their agreement to the inclusion of the recommended condition.
- 4.3.4 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. The potential impacts to the surrounding Conservation Area are considered to be acceptable, and the significance of this heritage asset will not be unacceptably harmed. Policies HE1 and SP13 of the Local Plan 2011-2031 and Section 16 of the NPPF are considered to be complied with. The development is considered to comply with Section 72 of the Planning (Listed Building and Conservation Areas) act 1990. The design and appearance are therefore acceptable.

Impact on Neighbouring Properties:

- 4.3.5 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.
- 4.3.6 The proposed development would modestly alter the existing building, and is not considered to allow for overlooking into neighbouring properties. The doorway would also not overshadow or dominate neighbours to the site. No neighbour objections were received.
- 4.3.7 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:

- 4.3.8 The proposed development would not detract from on-site parking levels, or require additional parking for vehicles. Impacts to parking levels in the area would not be unacceptable.

Environmental Implications:

- 4.3.9 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:

- 4.3.10 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 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. Details materials to be used for the works in particular the new rear door, hereby granted consent, shall be submitted to and agreed, in writing, by the Local Planning Authority before any works are commenced.

Reason: To safeguard the character and appearance of the listed building to which this consent relates and to comply with Policies SP13 and HE1 of the North Hertfordshire Local Plan 2011 to 2031.

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.

Signed  Anne McDonald Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 14 January 2026	