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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: 25/01097/FP
HCC ref: NH/25789/2025
HCC received: 21 July 2025
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

8a Bucklersbury, Hitchin, Hertfordshire, SG5 1BB

Application type

Full Application

Proposal

Full Planning Permission : Change of use of first and second floor from C3 maisonette flat into C4 (small HMO) containing 4 bedsit rooms. Alterations to fenestration

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 Method Statement 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 Method Statement shall include details of:

Access arrangements to the site.

Traffic management requirements.

Construction and storage compounds (including areas designated for car parking, loading / unloading and turning areas).

Cleaning of site entrances, site tracks and the adjacent public highway.

Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off times.

Provision of sufficient on-site parking prior to commencement of construction activities.

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 which must be kept within the site boundary, 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).

HCC as Highway Authority recommends inclusion of the following Advisory Notes 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 for Full Planning Permission: Change of use of first and second floor from C3 maisonette flat into C4 (small HMO) containing 4 bedsit rooms. Alterations to fenestration.

Context:

Bucklersbury is an unclassified local access road and provides a local access function in the road hierarchy Bucklersbury is highway maintainable at public expense. A 20mph speed limit applies. On Hertfordshire County Council's Place and Movement network Bucklersbury is classed as P3/M1 (e.g. Town Centre Square) 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 Public Rights of Way Map) directly affects the site or would be affected by the proposal. The county council considers Bucklersbury not 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, May2018]
- Cycle Infrastructure Design Guidance (Department for Transport Local Transport Note July 2020)
- HCC's Place & Movement Planning Design Guidance (adopted in March 2024)

PLANNING HISTORY

The application site has previous planning history.

DRAWINGS

The Highway Authority note the submission of materials in support of the planning application, including drawing numbers:

0936-CYA-A6-ZZ-DR-A-00101 - Existing plans

0936-CYA-A6-ZZ-DR-A-00102 - Proposed plans

0936-CYA-A6-ZZ-DR-A-00103 - Existing and proposed section

0936-CYA-A6-ZZ-DR-A-00104 - Existing front and rear elevation

0936-CYA-A6-ZZ-DR-A-00105 - Proposed front and rear elevation

Design & Access Statement.

ACCESSIBILITY

According to the Department for Transport's Cycle Infrastructure Design guidance (LTN 1/20):

Cycle Parking Dimensions: Each cycle parking space should be 2.0 metres in length. A reduced length of 1.8 metres is acceptable where space is limited. There should be a minimum of 0.3 metres between each cycle.

Provision: A minimum of one cycle parking space per dwelling is required.

Design Standards: Outdoor cycle parking must be covered and lockable to ensure security and weather protection.

Purpose: Providing well-located, safe, and secure cycle parking for both residents and visitors is essential to encourage cycling as a viable alternative to car use.

Illustration: These standards are clearly demonstrated in Drawing 0936 NLA A6 XX DR A 00002 Rev D.

PARKING

There are no existing vehicle parking facilities.

ACCESS

Section 7.0 – Access (Design & Access Statement):

Access to No. 8a Bucklersbury will generally continue via the existing routes across the first-floor flat roof/terrace. This arrangement is considered acceptable.

EMERGENCY ACCESS

The nature of the site puts the proposals / access within 45 meters from the public highway (As required in accordance with MfS 6.7.2)

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.

CONSTRUCTION METHOD STATEMENT (CMS)

It is important that a CMS is provided considering the nature of Bucklersbury being one-way and acts as a busy pedestrian route. 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. Please see Condition 1 above

CONCLUSION

Should the LPA be minded to approve the application please note the above condition 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

25 July 2025