



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: 25/01553/FP
HCC ref: NH/25498/2025
HCC received: 23 June 2025
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

54 CHURCH STREET BALDOCK SG7 5AF

Application type

Full Application

Proposal

Change of use and conversion of existing building from Class E to residential use to create 1no two bedroom flat and 2no one bedroom flats, including external alterations to existing fenestration, insertion of first floor side entry doors and windows, installation of side external staircase and erection of refuse and cycle stores.

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) Prior to the first occupation of the development hereby permitted there shall be no obstruction on the northern boundary measuring 2.4 meters from the back edge of the carriageway between 600mm and 2m above the level of the adjacent highway carriageway.

Reason: To ensure that the level of visibility for pedestrians is satisfactory in the interests of highway safety in accordance with Policy 5 of Hertfordshire's Local Transport Plan (adopted 2018).

CON2) 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 Management 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.

Post construction restoration/reinstatement of the working areas and temporary access to the public highway.

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).

CON3) Prior to first occupation of the development the access road shall be of a bound material for the first 3m into the site to prevent material spilling onto the road

Reason: To ensure satisfactory access into the site and avoid carriage of extraneous material onto the highway in accordance with Policy 5 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.

AN4) Gravel / shingle driveways: Where loose gravel or shingle is used, a suitable measure to prevent material spilling onto the road/footpath/verge must be installed. It is an offence under section 148 of the Highways Act 1980 to deposit debris onto the public highway, and section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Further information is available by telephoning 0300 1234047.

AN5) Avoidance of surface water discharge onto the highway: The applicant is advised that the Highway Authority has powers under section 163 of the Highways Act 1980, to take appropriate steps where deemed necessary (serving notice to the occupier of premises adjoining a highway) to prevent water from the roof or other part of the premises falling upon persons using the highway, or to prevent so far as is reasonably practicable, surface water from the premises flowing on to, or over the footway of the highway.

COMMENTS

The proposals are for Change of use and conversion of existing building from Class E to residential use to create 1no two-bedroom flat and 2no one-bedroom flats, including external alterations to existing fenestration, insertion of first floor side entry doors and windows, installation of side external staircase and erection of refuse and cycle stores.

Context:

Church Street is a classified local distributor road and provides a local access function in the road hierarchy. Church Street is highway maintainable at public expense. A 30mph speed limit applies. On Hertfordshire County Council's Place and Movement network Church Street is classed as P2/M1 (e.g. Residential 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 Public Rights of Way Map) directly affects the site or would be affected by the proposal. The county council considers Church Street 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 no previous planning history.

DRAWINGS

The Highway Authority note the submission of materials in support of the planning application, including drawing numbers: Design & Access Statement, 01B, 02A, 03B; and 04D.

ACCESSIBILITY

Walking

The site is conveniently located to the west of Baldock Town Centre. This prime location offers easy access to a variety of amenities and transportation options. It is within a short walking distance to the Baldock train station, making it ideal for commuters. Additionally, there are several bus stops nearby, providing further connectivity to surrounding areas. The site is also close to a range of shops, ensuring that daily necessities and retail options are readily available.

Cycling

The site offers numerous opportunities for cycling, both for commuting and leisure. Its proximity to Letchworth, which is within a reasonable cycling distance, further enhances its appeal.

According to the 'Cycle Infrastructure Design' DfT Local Transport Note 1/20 (July 2020), cycle parking storage should be 2m in length (1.8m is acceptable) with a 0.3m space between cycles. There should be parking for one cycle per dwelling. Additionally, outside cycle parking should be covered and lockable.

The provision of well-located, safe, and secure cycle parking for residents and visitors is crucial in encouraging cycling as an alternative to using private cars. Drawing 03B adheres to the above transport note by detailing covered and lockable cycle storage, which is a welcomed.

PARKING

The proposed car parking provision and layout is the responsibility of the Local Planning Authority to determine the level and practicality of the car parking proposals; however, 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 Hertfordshire County Council.

ACCESS

The existing access will be used to accommodate the parking of two vehicles (See CON1 & 3 above)

VISIBILITY

In respect of pedestrian visibility, it is not clear from the drawings if the existing wall on the boundary side of the building adjacent to the lamp column will remain.(Please see CON1 above).

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

It is important that a CMS is provided considering Church Street has residents parking only during the week. 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, wheel washing, and storage area. (See CON2 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

7 July 2025