

DELEGATED FILE NOTE

CASE OFFICER: ...William Thompson.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/03242/FPH	Insertion of 3 no. rooflights to front roofslope and 3 no. dormer windows to rear roofslope to facilitate loft conversion to habitable pace. Alterations to fenestration including installation of 1st floor rear Juliette balcony with glass balustrade. Alterations to existing outbuilding including replacement dual pitch roof and fenestration and external cladding.	45 Bedford Street Hitchin Hertfordshire SG5 2JG

Submitted Plan Nos

2511 03 A 2511 00 2511 01 2511 02 2511 04 A 2511 05 A

1.0 Policies

D1 Sustainable design

D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
T2	Parking
HE1	Designated heritage assets
SECN12	Achieving well-designed places
SECN14	Meeting climate change,coastal,flooding
SECN16	Conserve + enhance historic environment

2.0 **Relevant Site History**

2.1 01/00847/1HH - Single storey rear extension, detached garage.

Conditional Permission

3.0 **Representations**

3.1 **Neighbour Consultation** – None received

3.2 **Conservation Officer** – N/a

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The application site accommodates a two-storey, detached dwelling situated on Bedford Street, Hitchin. The site benefits from a driveway, a garage and a front and rear garden. The application site does not lie within, but abuts the Butts Close, Hitchin Conservation Area.

4.2 **Proposal**

- 4.2.1 Insertion of 3 no. rooflights to front roofslope and 3 no. dormer windows to rear roofslope to facilitate loft conversion to habitable space. Alterations to fenestration including installation of 1st floor rear Juliette balcony with glass balustrade. Alterations to existing outbuilding including replacement dual pitch roof and fenestration and external cladding.

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 impact on the character and appearance of the area.
 - The impact of the proposed development on the living conditions of neighbouring properties.
 - Access and parking matters.
 - The impact of the proposed development on the environment.

Design

- 4.3.2 Policy D1 of the Local Plan requires that development proposals respond positively to the site's local context, retain existing vegetation and minimise the visual impact of street furniture and parking provision. 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 Section 12 of the National Planning Policy Framework.
- 4.3.3 The proposed 3no. rear dormer windows would each have a width of 2.4m, a maximum depth of 2.3m and have flat roofs with a maximum height of 1.4m. The proposed external materials are leadwork for the walls and dark grey flush casement windows in

a timber style. The proposal includes 3no. modest front rooflights. The proposal includes replacement roof tiles natural grey slate.

- 4.3.4 Alterations to fenestration include: to the front elevation, the replacement of 5no. white uPVC windows with white painted timber sash windows; to the rear elevation, the removal of 1no. first floor window and the insertion of a first floor Juliette balcony above the existing rear extension with glass balustrade and inward opening doors. The proposed external materials for the Juliette balcony are white painted timber French door set and sidelights.
- 4.3.5 Alterations to the existing outbuilding include: a replacement dual pitched roof with an eaves height of 2.4m and ridge height of 3.7m; new external materials of black timber cladding for the walls, natural grey slate for the roof, black powder coated aluminium windows and doors.
- 4.3.6 In my view, the scale of the proposed works would be a sympathetic addition to the dwelling. The proposed roof form and materials are considered sympathetic and would not result in an adverse effect on the character of the dwelling or streetscene. The application site abuts the Butts Close, Hitchin Conservation Area and given the acceptability of the design and materials, it is not considered that the proposal would result in an unacceptable level of harm to the Conservation Area by way of its setting as to be objectionable.
- 4.3.7 This is considered to be in line with Sections 12 and 16 of the National Planning Policy Framework and Policies D1, D2 and HE1 of the Local Plan.

Impact on Neighbours

- 4.3.8 A core planning principle set out in the NPPF is to always seek to secure a good standard of amenity for all existing and future occupants of land and buildings. This principle is reflected in the provisions of Policy D3 of the NHLP.
- 4.3.9 Regarding neighbour amenity, given modest nature of the dormer windows and replacement outbuilding roof and that the rear curtilage abuts public amenity space, it is not considered that the proposal would result in unacceptable harm upon neighbour living conditions, as to be objectionable, in terms of overdominance, shading or overlooking.
- 4.3.10 This development is therefore considered to be in accordance with Policy D3 of the NHLP and Section 12 of the NPPF.

Highways and Parking:

- 4.3.11 The proposal does not include an increase in the number of bedrooms. Therefore, with regard to Policy T2 of the NHLP, there would be no car parking issues arising from the development.

Environmental Implications

- 4.3.12 The proposed development would be consistent with the criteria set out in Policy D1 of the NHLP '*Sustainable Design*'. There are no other significant environmental implications as a result of the proposed development.

Biodiversity Net Gain:

- 4.3.14 This is a form of development which is exempt from BNG Legislation, defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 due it falling under the scope of the 'de minimis' exemption.

4.4 **Conclusion**

- 4.4.1 In the absence of material planning reasons to the contrary, it is my view that planning permission is **GRANTED**.

4.5 **Alternative Options**

- 4.5.1 None.

4.6 **Pre-Commencement Conditions**

- 4.6.1 None.

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.

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  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 31 March 2026	