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| <b>DELEGATED FILE NOTE</b> |
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**CASE OFFICER:** ...Vicki Wood.....

| APPLICATION<br>REFERENCE | BRIEF DESCRIPTION OF<br>DEVELOPMENT                                                                                                                                                                                                     | APPLICATION SITE                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 25/01839/FPH             | Single storey side and rear extension.<br>Insertion of side rooflight and rear<br>dormer to existing roofslope to facilitate<br>conversion of loftspace into habitable<br>accommodation (as amended by plan<br>received on 25/09/2025). | 16 Souberie Avenue<br><br>Letchworth Garden City<br><br>Hertfordshire<br><br>SG6 3JA |

**Submitted Plan Nos**

Location Plan 1694-01A

**1.0     Policies**

1.0 **Local and National Policy**

1.1 **National Planning Policy Framework 2024 (NPPF)**

Section 2 – Achieving sustainable development

Section 12 – Achieving well-designed places

Section 14 - Meeting the challenges of climate change, flooding and coastal change

Section 16 – Conserving and enhancing the historic environment

1.2 **North Hertfordshire Local Plan 2011-2031 (NHLP)**

Strategic Policies

Policy SP1 – Sustainable Development in North Hertfordshire

Policy SP2 – Settlement Hierarchy and Spatial Distribution

Policy SP9 – Design and Sustainability

Policy SP13 – Historic environment

Development Management Policies

Policy D1 – Sustainable design

Policy D2 – House extensions, replacement dwellings and outbuildings

Policy D3 – Protecting living conditions

Policy HE1 – Designated heritage assets

2.0 **Relevant Site History**

- 2.1 17/01482/1HH - Single storey rear extension and insertion of two rear dormer windows to facilitate loft conversion. (Amended plans received 21/07/17 and 31/07/17).  
Conditional Permission.

3.0 **Representations**

- 3.1 **Press, Site and Neighbour Consultation** – None received.

- 3.2 **LGCHF** – None received.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

- 4.1.1 The property is within the Letchworth Conservation Area and lies on the east side of Souberie Avenue, comprising of a two-storey semi-detached residential dwelling which provides for one of four pairs of identical houses, forming a mini-crescent within the road

setting. A long front garden with shared single driveway between nos.16 and 18 Souberie Avenue provides for vehicular access and a garden exists to the rear of the dwelling.

- 4.1.2 The application site is within the settlement boundary for Letchworth where development is generally acceptable subject to policy requirements.

## 4.2 **Proposal**

- 4.2.1 Single storey side and rear extension. Insertion of side rooflight and rear dormer to existing roofslope to facilitate conversion of loftspace into habitable accommodation (as amended by plan received on 25/09/2025).

- 4.2.2 The application has been amended to show the proposed rear windows of the extension to match those of the existing dwelling.

## 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 Conservation Area.
- 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

- 4.3.4 The objectives of the National Planning Policy Framework (NPPF) include those seeking to secure the creation of high quality, beautiful and sustainable buildings and places (Section 12 – Achieving well-designed places). Paragraph 131 of the NPPF states that *“Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities”*. In this regard, Policy D1 and D2 of the Local Plan are consistent with the objectives set out within the NPPF.

- 4.3.3 The proposed extension is single storey with a flat roof and roof lantern and would project 3.5 metres beyond the existing rear elevation of the dwelling. The width of the extension would be 9.84 metres which includes a 2.5 metre extension to the side flank elevation, this aspect of the extension has a depth of 5.6 metres and would bring it in line with the depth of the proposed rear extension. A parapet roof form is proposed with a height of 3.2 metres plus an additional 0.3 metres to take account of the roof lantern. Openings would comprise of a set of bi-folding doors and two window openings to the rear elevation, a single doorway to the side flank elevation and a single window to the front side elevation. Materials would match those of the existing dwelling. In design terms although the side extension would project beyond the flank elevation, it is set back from the front elevation and together with the ‘crescent’ form of these dwellings means that the neighbouring property to the south no.18 Souberie Avenue would provide

significant screening in terms of the streetscene and would not harm the context or character of the Conservation Area.

- 4.3.4 A flat roofed dormer roof extension is proposed to the rear roofslope. The principle of a dormer roof extension at the property has already been accepted under the 2017 application and albeit the current proposal doubles the size of the dormer, I am satisfied that the design remains of a moderate scale, does not dominate the roofslope and is sympathetic to the existing dwelling. The roof and cheeks of the dormer would be clad in lead. Being on the rear elevation of the property, it would not be visible from the streetscene and there would be no harm to the context or character of the Conservation Area.
- 4.3.5 To the side roofslope, a velux rooflight is proposed, this would be a minor addition within the existing roof form, and although it would be visible from longer views when approaching the property from the southwest, given that the rooflight would be at a higher point, this would result in limited views from the streetscene due to the angle of the dwellings and therefore would not result in any harm to the context or character of the Conservation Area.
- 4.3.6 The development would not impact the parking provision for the house, which has a shared driveway with the neighbour no. 18 Souberie Avenue.
- 4.3.7 I have had an informal discussion with a Conservation Officer as a surgery item and apart from the change to the window design of the rear extension, no concerns were raised. I am therefore satisfied that the design of development is acceptable and in accordance with Policy D1 of the Local Plan and Section 12 of the NPPF.

#### Impact on Heritage Assets

- 4.3.8 Within a Conservation Area, the Council has a duty to pay special attention to the desirability of preserving or enhancing the character or appearance of that area, in accordance with Section 72 of the Listed Building and Conservation Areas Act (1990). Furthermore, Section 16 of the NPPF sets out guidance relating to sustaining and enhancing heritage assets. In this regard, Policy HE1 of the Local Plan is consistent with the NPPF.
- 4.3.9 When considering the impact of proposed development on the significance of a designated heritage asset (such as a Conservation Area), the NPPF notes that great weight should be given to the asset's conservation; the more important the asset, the greater the weight should be.
- 4.3.10 The proposed development would not have any significant impact on the character and appearance of the conservation area. The proposed design and materials are considered sympathetic to the locality and to the conservation area and there would not be any harm to the heritage significance of the conservation area.
- 4.3.11 I am satisfied that the development is acceptable and in accordance with Policy HE1 of the Local Plan and Section 16 of the NPPF.

#### Impact on Neighbouring Properties:

- 4.3.12 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 Local Plan..
- 4.3.13 Whilst no objections have been received, I acknowledge that there is likely to be some impact to the neighbouring property to the north no.14 Souberie Avenue as a result of the proposed extension, however, the extension is single storey and any impact would not be significant. I also acknowledge that there would be additional overlooking from the proposed dormer window at roof level, however, the distance to properties at the rear is considered to be sufficiently far enough away to warrant any significant loss of privacy.
- 4.3.14 I am satisfied that the proposal is in accordance with Policy D3 of the Local Plan and Section 12 of the NPPF.

Highways and Parking:

- 4.3.15 The proposed development does not include an increase in the number of bedrooms, therefore there would be no car parking issues arising from the proposed development.

Biodiversity Net Gain (BNG)

- 4.3.16 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.

Environmental Implications:

- 4.3.17 Section 14 of the NPPF sets out how the planning system should support the transition to a low carbon future. The principles set out in Section 14 are reflected in Policy D1 of the Local Plan, which sets out that development proposals should take all reasonable opportunities to reduce energy consumption and waste, retain existing vegetation and propose new appropriate planting, and future proof for changes in technology and lifestyle.
- 4.3.18 In my view, the proposed development would be unlikely to have any significant implications for the local environment in terms of carbon emissions and therefore would be generally in accordance with Policy D1 of the Local Plan and Section 14 of the NPPF.

**4.4 Conclusion**

- 4.4.1 The proposed development is considered acceptable and in accordance with Policies SP1, SP9, SP13, D1, D2, D3 and HE1 of the Local Plan 2011-2031 and Sections 12, 14 and 16 of the NPPF.

**4.5 Alternative Options**

- 4.5.1 N/A

**4.6 Pre-Commencement Conditions**

4.6.1 N/A

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. The extensions hereby permitted shall be built in external materials to match the existing dwellinghouse unless otherwise agreed in writing by the Local Planning Authority.

Reason: To protect the visual amenities of the locality and to comply with Policies D1 and D2 of the North Hertfordshire Local Plan 2011 to 2031.

**Proactive Statement:**

Planning permission has been granted for this proposal. The Council acted proactively through positive engagement with the applicant during the determination process which led to improvements to the scheme. 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.

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| <p>Signed</p> <p></p> <p>Anne McDonald</p> | <p>Development Management<br/>North Hertfordshire District Council<br/>Council Offices<br/>Gernon Road<br/>Letchworth<br/>Herts<br/>SG6 3JF</p> |
| <p>Determining Officer</p> <p><b>Date:</b> 26 September 2025</p>                                                            |                                                                                                                                                 |