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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: 26/01798/FP
HCC ref: NH/30002/2026
HCC received: 6 August 2026
Area manager: Manjinder Sehmi
Case officer: Paul Marshall

Location

158 High Street, Codicote, Hitchin, Hertfordshire, SG4 8UB

Application type

Full Application

Proposal

Full Planning Permission : Change of use and conversion of existing building (use class E) to create one dwelling including insertion of rooflights to existing side roofslope, landscaping, external rendering and alterations to fenestration. Installation of air source heat pump

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.

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 website:

<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 public highway land: 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 website:

<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) 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.

AN4) Construction Management Plan (CMP): The purpose of the CMP is to help developers minimise construction impacts and relates to all construction activity both on and off site that impacts on the wider environment. It is intended to be a live document whereby different stages will be completed and submitted for application as the development progresses. A completed and signed CMP must address the way in which any impacts associated with the proposed works, and any cumulative impacts of other nearby construction sites will be mitigated and managed. The level of detail required in a CMP will depend on the scale and nature of development. The CMP would need to include elements of the Construction Logistics and Community Safety (CLOCS) standards as set out in our Construction Management template, a copy of which is available on the County Council's website at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx>

COMMENTS

The proposals are for Change of use and conversion of existing building (use class E) to create one dwelling including insertion of rooflights to existing side roofslope, landscaping, external rendering and alterations to fenestration. Installation of air source heat pump.

Context:

High Street is a classified B secondary distributor route subject to a 30mph speed limit which is highway maintainable at public expense. The existing site is currently used as a photography studio under class E, the proposal is to change the use to a C3 dwelling, with minimal external alterations. The site is fronted by a footway which stretches throughout the centre of Codicote, and a pedestrian crossing is located adjacent to the site. The nearest bus stop to the site is located within 75m and is a stop for the 215, 314, and 315 buses. The closest train station to the site is Welwyn North, which is approximately 4.7km from the site and would therefore not be considered within walking distance but

could be an option for cycling. In terms of access to amenities, within 400m northwest of the site a variety of amenities and services can be found along High Street including a pharmacy, a number of eateries, post office and shop. Therefore, the Highway Authority are satisfied the site is in a suitably sustainable and connected location for the size of development, which is in line with the principles set out in HCC's Local Transport Plan 4 (LTP4).

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]
- Hertfordshire County Council's Place & Movement Planning Design Guidance (PMPDG) (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: GDA-653-10 - Proposed Elevations 1 and GDA-653-11 - Proposed Elevations 2. Design & Access Statement

EMERGENCY ACCESS

Consistent with the National Planning Policy Framework (2023), paragraph 116 (d), applications for development should allow for access by emergency vehicles. Guidance is set out in Manual for Streets (MfS) (6.7.2). HCC's Place and Movement Planning Design Guide (P&MPDG) (Part 2 Chapter 4). Requirements are set out in the Building Regulations: Fire Safety Approved Document B, Vol 1, Dwellings, 2010 (as subsequently amended). Access for a pumping appliance should be provided to within 45m of a single dwelling house (and within 45m of all points within the dwelling house). As far as it can be reasonably ascertained from submitted plans, the proposed development would be within the recommended emergency vehicle access distance from the highway.

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.

CONCLUSION

HCC as Highway Authority has considered the proposal and concludes that it would not give rise to an unacceptable impact on the safety or operation of the surrounding highway. It raises no objections but recommends the inclusion of the above highway informative / advisory notes.

Signed

Paul Marshall

21 August 2026