

DELEGATED FILE NOTE

CASE OFFICER: ...Vicki Wood.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
25/02712/FPH	Single storey rear extension, alterations to existing side store to include raising existing roof, insertion of rooflights to existing rear and side elevation roofslopes and alterations to existing fenestration (as amended by plan received on 19/01/2026).	2 The Meads Letchworth Garden City Hertfordshire SG6 3SE

Submitted Plan Nos

1582:01G

1.0 Policies

1.0 **Local and National Policy**

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

Section 2 – Achieving sustainable development

Section 12 – Achieving well-designed places

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

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

Strategic Policies

Policy SP1 – Sustainable Development in North Hertfordshire

Policy SP2 – Settlement Hierarchy and Spatial Distribution

Policy SP9 – Design and Sustainability

Development Management Policies

Policy D1 – Sustainable design

Policy D2 – House extensions, replacement dwellings and outbuildings

Policy D3 – Protecting living conditions

2.0 **Relevant Site History**

2.1 None.

3.0 **Representations**

3.1 **Neighbour Consultation** – None received.

3.2 **LGCHF** – None received.

3.3 **Highway Authority** – No objection.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site is located on the east side of The Meads and comprises of a double fronted gable bungalow with front and rear gardens. Similar style properties exist within the locality. The neighbouring property to the north known as no.35 Station Way is set at a lower ground level. The position of no.35 means that its south (rear) elevation faces towards the north side elevation of the application site and subsequent proposed extension.

- 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 rear extension, alterations to existing side store to include raising existing roof, insertion of rooflights to existing rear and side elevation roof slopes and alterations to existing fenestration (as amended by plan received on 19/01/2026).
- 4.2.2 The application has been amended to remove the proposed vehicular access and off-street parking space proposed to the front of the dwelling, and the rear extension has been re-designed to achieve a more acceptable roof form.

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 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 and Appearance

- 4.3.2 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 development would see a rear extension added to the dwelling which would have a width of 8.9 metres. The depth of the main part which would be set in from the north side flank elevation would be 3.95 metres and would extend in width for 6.5 metres before being set back by 1.9 metres for the remaining section which would also be set in from the south side flank elevation. A distance of 1.0 metre would remain at the closest point of the extension with the party boundary to no. 35 Station Way to the north. The roof form would closely follow that of a mansard design with a height to eaves of 2.7 metres with a total height of 3.9 metres. Openings would comprise of two windows and a set of patio doors with full length side lights to either side on the rear elevation. No openings are proposed to either side flank elevations of the extension. A single roof lantern is proposed to the extension and a single velux rooflight is proposed to the south side roof slope of the host dwelling.

- 4.3.4 To the south side flank elevation, an existing lean-to would see a change to a low-pitched roof. Changes are also proposed to the fenestration including the addition of a new window opening to the north side flank elevation.
- 4.3.5 The proposed extension would have a brick plinth to the base with external walls finished in a white painted smooth render and the roof of both elements, rear and side would see the use of clay tiles. Windows and doors would be white uPVC. All proposed materials would match those of the host dwelling.
- 4.3.6 I am satisfied that the scale and design of the proposed extension and alteration to the roof form of the south side element would be sympathetic to the host dwelling and would not harm the visual amenity of the area and would be in accordance with Section 12 of the NPPF and Policies D1 and D2 of the Local Plan.

Impact on Neighbouring Properties:

- 4.3.7 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.
- 4.3.8 The neighbouring property no.35 Station Way to the north is set at a lower land level than the application site. No.35 benefits from an outbuilding sited in the southeastern most corner of their rear garden. The proposed extension is single storey and designed with a low roof height which seeks to reduce any impact on the occupiers of that property.
- 4.3.9 I am satisfied that the proposed extension, by virtue of its position on the property and its relationship to existing built form, would not impact existing residential amenity to any significant degree and would be in accordance with Section 12 of the NPPF and Policy D3 of the Local Plan.

Highways and Parking:

- 4.3.10 The dwelling is served by existing on-street parking which would not be affected by the proposed development.

Biodiversity Net Gain (BNG)

- 4.3.11 This development is not subject to the statutory Biodiversity Gain Plan condition because it is exempt under the statutory exemptions as set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations 2024.

Environmental Implications

- 4.3.12 The Council's Sustainability Supplementary Planning Document (2024) seeks to ensure that new developments are future proofed against the challenge of climate change.
- 4.3.13 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.

- 4.3.14 Based on the details submitted, the proposed development, is unlikely to have any significant implications for the local environment in terms of carbon emissions and therefore would be generally in compliance with Section 14 of the NPPF and Policy D1 of the Local Plan.

4.4 **Conclusion**

- 4.4.1 The proposed development is considered acceptable and in accordance with Policies SP1, SP9, D1, D2 and D3 of the Local Plan 2011-2031 and Sections 2, 12 and 14 of the NPPF 2024.

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 2011-2031.

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.

Informative/s:

1. 1. 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.

2. 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.

Signed  Anne McDonald	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Determining Officer Date: 6 February 2026	