

DELEGATED FILE NOTE

CASE OFFICER: ...Henry Thomas.....

APPLICATION REFERENCE	BRIEF DESCRIPTION OF DEVELOPMENT	APPLICATION SITE
26/00992/FPH	First floor side extension over existing garage and insertion of rooflights to rear and side roofslopes to create additional habitable space at first floor level. Single storey rear extension following demolition of the existing conservatory. Alterations to fenestration including replacement garage doors (amended plans received 11.06.2026).	34 Meadow Way Letchworth Garden City Hertfordshire SG6 3JB

Submitted Plan Nos

2604_00 2604_01 2604_02A

1.0 Policies

D1 Sustainable design

D2	House exts, replcmnt dwellings outbuild
D3	Protecting living conditions
SP1	Sustainable development in North Herts
SP9	Design and Sustainability
T2	Parking
SECN12	Achieving well-designed places

2.0 **Site History**

2.1 83/00383/1 - Erection of single storey side and rear extension

3.0 **Representations**

3.1 **Letchworth Garden City Heritage Foundation** – None received.

3.2 **Site Notice & Neighbour Representations** – One objection received from 43 Lytton Avenue, their comments are summarised as:

- Overlooking from side rooflight
- Disruption during building works (noise, dust and loss of privacy)
- Expected timelines, access requirements and measures to minimise disruption.

4.0 **Planning Considerations**

4.1 **Site and Surroundings**

4.1.1 The site is a detached chalet bungalow dwelling on the south side of Meadow Way within a residential part of Letchworth Garden City. The site is within the Letchworth Conservation Area. The neighbouring dwelling to the east is a Grade II Listed Building (43 Lytton Avenue).

4.2 **Proposal**

4.2.1 Planning Permission is sought for a first floor side extension over existing garage and insertion of rooflights to rear and side roofslopes to create additional habitable space at first floor level. Single storey rear extension following demolition of the existing conservatory. Alterations to fenestration including replacement garage doors.

4.2.2 The proposed materials are:

Roof – Match Existing (Plain clay tiles and EPDM rubber flat roof)

Windows – Black powder coated aluminium small pane windows

Walls – Match Existing (Facing brickwork)

Doors – White powder coated aluminium doors and timber panel front door.

4.3 Key Issues

4.3.1 **Principle:** Within settlement boundary, modest alteration to an existing dwelling. Complies with Policy SP2 of the Local Plan

4.3.2 **Design and Impact on Street Scene:** The host dwelling is an anomaly within the street scene being a chalet bungalow amongst two storey dwellings. The proposed first floor extension would have sympathetic materials, roof form and scale. The proposed front rooflights are modest in scale and siting and would not have a detrimental impact on the character and appearance of the dwelling or the street scene. Complies generally with Policy D1 of the Local Plan.

4.3.3 **Heritage considerations:** The proposed aluminium framed windows and doors would be sited to the rear of the dwelling and not visible to the public realm. The proposed rear rooflights are in a conservation style in a black finish to match the windows on the dwelling. Given the above, the proposal would not have a detrimental impact upon the appearance of the Conservation Area. Given the acceptable design and the visual separation from the Grade II Listed neighbouring dwelling, the proposal would not have an impact on their setting. The proposal complies with Policy HE1 of the Local Plan and Section 16 of the NPPF.

4.3.4 **Impact on neighbours:** The rear extension would be set off the boundary sufficiently and would not impact neighbouring amenity. The proposed first floor extension would bring the bulk of the dwelling closer to the rear boundary of 43 Lytton Avenue. In my view, the modest eaves height and hipped roof form would sufficiently negate any dominance. The extension is sited due west of the neighbour and would not give rise to any significant loss of light. The proposal would not affect the existing treeline within the neighbour's garden which would provide suitable screening. No side windows are proposed. Complies with Policy D3 of the Local Plan.

4.3.5 **Parking:** No impact to existing parking provision. Complies with T2 of the Local Plan.

4.3.6 **BNG:** Exempt from BNG requirements.

4.3.7 **Climate change:** Due to the small scale of the proposals and the sustainable location there would be minimal impact on local climate change.

4.3.8 **Other Matters:** With regards to the neighbour's objections. The proposed plans have been amended to omit the side rooflight. I have attached an informative for Working Hours and Noise Control during construction. Given the scale of the proposed works, a condition requiring a construction management plan would be an unreasonable cost to levy on the applicant. Any Party Wall agreements or access arrangements are a civil

matter, external to planning permission. It is the applicant's responsibility to ensure that they have the necessary permissions or agreements prior to commencement of works. Lastly, a standard condition is recommended that the works are commenced within 3 years of the permission being granted. It is the applicant's prerogative as to when works are commenced and completed, therefore there is no requirement for the applicant to submit a timescale.

4.4 **Conclusion**

4.4.1 Acceptable in planning terms.

4.5 **Alternative Options**

4.5.1 None applicable

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.

Informative/s:

1. Environmental Health Informative:

During the construction phase the guidance in BS5228-1:2009 (Code of Practice for noise Control on construction and open sites) should be adhered to.

2. Environmental Health Informative:

During the construction works phase no activities should take place outside the following hours: Monday to Friday 08:00-18:00hrs; Saturdays 08:00-13:00hrs and Sundays and Bank Holidays: no work at any time.

Signed  Shaun Greaves Determining Officer	Development Management North Hertfordshire District Council Council Offices Gernon Road Letchworth Herts SG6 3JF
Date: 24 June 2026	