



Hertsmere Borough Council

Draft Appendix to Planning and Design Guide: Part E -  
Guidelines for Residential Extensions and Alterations

Consultation Statement

January 2015

## 1. Introduction

1.1 A draft appendix to Part E of the Planning and Design Guide SPD, which relates to design standards for residential extensions and alterations, has been produced. Part E of the Planning and Design Guide series was originally adopted in 2006. The appendix to the existing SPD sets out additional, more detailed guidance for garage conversions where planning permission is required.

1.2 The main elements within the additional guidance are:

- Guidance on parking requirements if integral garages are converted, and this will only be routinely permitted where garages are less than 3m wide.
- Provision of some basic design criteria around acceptable window design, positioning and size and the materials to be used.
- Guidance on bin storage, driveways and landscaping.

1.3 This statement has been produced in accordance with Regulation 12 (a) (i) of The Town and Country Planning (Local Planning) (England) Regulations 2012 and sets out those persons that have been consulted in the preparation of the draft revised SPD and how those persons have been consulted.

1.5 The consultation has been undertaken in accordance with Regulation 12 (b) and 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

1.4 This statement includes a summary of the main issues raised by those persons and how those issues have been addressed in the draft SPD, pursuant to Regulation 12 (a) (ii) and (iii) of the afore mentioned Regulations.

## **2. Informal Consultation**

2.1 Officers have undertaken a collaborative approach whilst preparing the Draft Appendix to Part E of the Planning and Design Guide SPD before the period of public consultation commenced.

*Officers:*

2.2 Planning Policy Officers have undertaken an informal consultation with the Traffic Engineer and Conservation and Design Officer in order to assess the implications of the proposed guidance for on-street parking in areas where garage conversions may take place, and the impact on the character and appearance of the streetscene in those areas.

*Members:*

2.3 The Appendix was agreed by the Portfolio Holder for Planning and Localism, to be used in the determination of planning applications determined on or after 30 October 2014 and for public consultation, and to undergo a six week period of public consultation.

### **3. Formal Consultation**

3.1 The formal consultation period ran from Thursday 30 October 2014 to 5pm on Thursday 11 December 2014.

3.2 All of the Council's Members who sit on the Planning Committee and Planning Officers were notified as well as all specific statutory consultees, government departments and neighbouring authorities and 109 general consultees including local residents' groups, developers and planning consultants, identified from Hertsmere's Uniform LDF database.

3.3 The Draft document was published on Hertsmere's website.

3.4 Appendix 1 outlines the specific groups that have been consulted, in-line with Hertsmere's Statement of Community Involvement.

#### *Website*

3.5 During the public consultation and pursuant to Regulation 12 (b) and 35 (1) a and b, a copy of the following was made available on Hertsmere's website at the following location [www.hertsmere.gov.uk/garages](http://www.hertsmere.gov.uk/garages) and a link was also placed on the planning consultations page.

- A pre-formal consultation statement.
- The draft version of the Appendix to Part E of the Planning and Design Guide: Guidelines for Development (October 2014, for public consultation).
- A copy of the covering letter/email that was circulated to consultees.
- A notice outlining the address where representations can be sent to (via letter and/or email) and by which date they are to be made by.
- The address and opening times of the inspection points (including the Civic Offices as the principal office) where hard copies of the documents can be viewed.

#### **4. Consultation response summary**

4.1 A total of 6 responses were received, all supporting the Appendix or providing minor comment on the content.

*Summary of the main issues raised by consultees:*

4.2 A table detailing all of the representations received during the consultation process is set out in Appendix 2 of this statement of consultation.

4.3 All the comments received supported the Appendix, and some also provided minor comment on the content.

4.4 The main issues raised are as follows:

1. One respondent requested some guidance on the paving of drive ways in Conservation Areas in order to provide clarity in areas where design needs to be more sensitive.
2. A change in the wording regarding the number of bins issued to households in Hertsmere was requested in order to reflect the fact that not all households receive the same number and type of bins.

*How those issues have been addressed in the Appendix to the SPD:*

4.5 Appendix 2 details the response to each of the comments received and the changes that have been made to the Appendix as a result. The main changes made are as follows:

1. A paragraph has been added to the design guide to advise that in a Conservation Area, where the provision of off-street parking, required to compensate for the loss of a garage, would result in an unacceptable impact on the conservation area, such applications will be refused.
2. Minor changes have also been made to the wording of Paragraph i. regarding bins allocated to households.

## **Appendix 1: A List of statutory consultees**

### **Specific statutory consultation organisations (in line with the Planning and Compulsory Purchase Act and Regulations)**

- Natural England
- The Environment Agency
- Highways Agency
- The Historic Buildings and Monument Commission for England (English Heritage)
- Natural England – Essex, Hertfordshire and London Team
- Local clinical commissioning groups and the National Health Service Commissioning Board
- Network Rail Infrastructure Limited
- Homes and Communities Agency
- Relevant Electricity Undertakers
- Relevant Gas Companies
- Relevant Sewerage Undertakers
- Relevant Telecommunications Companies
- Relevant Water Undertakers
- British Waterways Board
- The Coal Authority
- Marine Management Organisations

### **Government Departments**

- Department for Environment, Food and Rural Affairs
- Department for Transport
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry
- Ministry of Defence
- Department of Work and Pensions
- Department for Culture, Media and Sport

### **Neighbouring and other local authorities**

- St Albans City and District Council
- Three Rivers District Council
- Watford Borough Council
- Welwyn Hatfield Borough Council

- London Borough of Barnet
- London Borough of Enfield
- London Borough of Harrow
- Broxbourne Borough Council
- Dacorum Borough Council
- East Hertfordshire District Council
- Hertfordshire County Council
- Mayor of London (GLA)
- North Hertfordshire District Council
- Stevenage Borough Council
- Luton Borough Council
- Central Bedfordshire Council
- Colney Heath Parish Council
- North Mymms Parish Council
- London Colney Parish Council
- Greater London Authority (Mayor of London)

**Parish and town councils of Hertsmere**

- Aldenham Parish Council
- Elstree and Borehamwood Town Council
- Shenley Parish Council
- South Mimms Parish Council

## Appendix 2: Table of responses and changes

	Name/Body	Date Received	Comment Type	Summary of Representation made	Response
1	English Heritage	19/11/2014	Comment	In order to help preserve or enhance the character of conservation areas where garage conversions may take place, it is recommended that the appendix advises householders that where there is a requirement to provide off-street car parking within a conservation area, and the proposed parking would result in ham to the character and appearance of the area, permission should generally be refused.	A paragraph has been added to the design guide to advise that in a conservation area, where off-street parking required to compensate for the loss of a garage for parking would result in an unacceptable impact on the conservation area, such applications will be refused.
2	Elstree and Borehamwood Town Council	09/12/2014	Comment	Supports the proposed appendix. Calls for sufficient officer resource to maintain and enforce guidelines.	The support is noted and welcomed. The proposed additional guidance will be implemented through the Council's existing development management processes, and can be enforced through the use of planning conditions and the existing powers of the planning enforcement team.
3	Aldenham Parish Council	26/11/201	Comment	<ol style="list-style-type: none"> <li>1. Change to wording regarding bins from "Each house in Hertsmere..." to "Most houses in Hertsmere..." as not all houses have the same bins.</li> <li>2. Poor quality photographs in Bin Storage section not sufficient to illustrate recommended bin storage.</li> </ol>	<ol style="list-style-type: none"> <li>1. This is noted and the suggested change has been made.</li> <li>2. The photograph of recommended bin storage has been altered.</li> </ol>
4	Natural England	03/11/2014	No comment	A response was received but no comment was made as the SPD does not directly relate to the area of work of the organisation.	None required
5	Highways Agency	19/11/2014	No comment	A response was received but no comment was made as the SPD does not directly relate to the area of work of the organisation.	None required



