

STEVENAGE BOROUGH COUNCIL  
**PLANNING AND DEVELOPMENT COMMITTEE  
MINUTES**

Date: Thursday, 23 May 2024

Time: 6.30pm

Place: Council Chamber

**Present:** Councillors: Claire Parris (Chair), Julie Ashley-Wren, Forhad Chowdhury, Kamal Choudhury, Peter Clark, Lynda Guy, Coleen Houlihan, Ellie Plater, Graham Snell, Carolina Veres and Anne Wells

**Start / End Time:** Start Time: 6.32pm  
End Time: 8.01pm

**1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies of absence were submitted on behalf of Councillors Rob Broom, Nazmin Chowdhury (Vice-Chair) and Akin Elekolusi.

There were no declarations of interest.

**2 MINUTES - 2 APRIL 2024**

It was **RESOLVED** that the Minutes of the Planning and Development Committee held on 2 April 2024 be approved as a correct record and signed by the Chair.

**3 BRIEFING ON LOCAL PLAN REVIEW**

The Chair invited Lewis Claridge, the Planning Policy Manager to present an update on the Local Plan Review.

The Planning Policy Manager introduced himself and his colleague, Sally Talbot, Principal Planning Officer. He introduced the briefing by explaining the context and ongoing review of the Local Plan.

The Planning Policy Manager described the framework within which they operated and emphasised the need for all planning policies to conform to national policy and guidelines, particularly the National Planning Policy Framework (NPPF). This framework dictated the rules and regulations for local plans, ensuring they were justified, effective and consistent with national policy. He advised that the current local plan, adopted in 2019, had passed those tests of soundness.

He outlined the components of the local plan, including supplementary planning documents that elaborated on specific policies, and other material considerations

that influenced planning applications. The local plan, which spanned 160 pages, was structured into three main sections. The first section provided an introduction and context. The second section contained 13 strategic policies. The third section included 73 detailed land use policies. The policies were aimed at achieving sustainable growth and development by 2031. He noted that Stevenage's local plan had originally faced challenges and a delay due to a hold direction by the Secretary of State, which was eventually lifted in 2019, and allowed for its adoption.

The Planning Policy Manager then highlighted the main challenges addressed by the local plan, including geography and population, housing, employment, retail design, health, education, skills, environment, and transport. He provided an overview of the strategic vision for Stevenage, focused on regeneration, housing provision, and employment growth. The policies map and key diagrams within the plan illustrated the spatial representation of these policies, detailing housing sites, employment areas, green spaces, and other critical zones.

The Committee was advised of the drivers for change that necessitated updates to the local plan. These included national changes such as the Levelling Up Regeneration Act and the forthcoming Levelling Up Regeneration Bill, which aimed to amend the NPPF. With the current plan now over five years old, its material weight had slightly weakened, prompting the need for updates to maintain its relevance and effectiveness.

At the regional and sub-regional level, Members were informed that the North East Central Hertfordshire Joint Spatial Future Plan, which involved several local authorities and outlined a high-level vision for the area's future development. Stevenage's unique position within this context was noted, along with the town's collaborative efforts with Hertfordshire County Council on highways, education, climate change, and other strategic initiatives.

The Planning Policy Manager advised that the key changes locally included geography and population, transport, environment, infrastructure, housing, and retail. The local plan should address these evolving factors, incorporating new developments, climate change strategies, and economic growth. The Station Gateway Area Action Plan was highlighted as a significant project aimed at enhancing the station area's connectivity and sustainability.

The Committee was informed of the current process for reviewing and updating the local plan. This involved a light touch review focussed on essential changes rather than a comprehensive overhaul. The planning team conducted an internal consultation and sought professional legal advice to ensure conformity with national policies. The review process included the creation of a track changes version of the local plan and included a table to justify the proposed changes.

Key updates included prioritising climate change in the strategic policies, incorporating the Station Gateway Area Action Plan, updating the policies map, and reflecting changes in use class orders. Public consultation on the draft policies would be the next step in the review process, with plans to engage widely using digital platforms, newsletters, physical documents, and stakeholder meetings.

The Principal Planning Officer elaborated on the public consultation process. She emphasised the importance of reaching out to diverse groups through digital platforms like Commonplace, as well as traditional methods such as newsletters and physical documents in libraries and council offices. She highlighted the goal of ensuring transparent and effective communication with stakeholders, including local authorities on the town's boundaries.

The Planning Policy Manager outlined the next steps in the review process. The local plan review and officer recommendations would be considered at the June Cabinet meeting. If approved, a six-week public consultation would follow, starting in mid-June 2024. The feedback from this consultation would be analysed and incorporated into revised policies, which would then undergo another round of Cabinet review and public consultation before submission to the Secretary of State in the spring of 2025.

The Chair thanked the officers for their comprehensive presentation and requested that the presentation slides, and the related links, be shared with the Committee.

It was **RESOLVED** that the briefing on the Local Plan Review be noted.

#### 4 **CONTAMINATED LAND STRATEGY - POST CONSULTATION**

The Committee considered a report on the Contaminated Land Inspection Strategy following an external statutory consultation.

The Chair invited The Assistant Director (Planning and Regulatory) to present the report to the Committee. He advised that the strategy outlined how the Council would fulfil its statutory duties regarding contaminated land. He reminded the Committee that the draft strategy was first presented in December 2023 and subsequently went out for public consultation in March and April 2024. The consultation yielded four substantive comments, which were detailed in paragraphs 4.3 to 4.6 of the report. Each comment was addressed, with necessary amendments made to the policy including suggestions from members. The updated policy with track changes, included in Appendix A of the report, remained largely unchanged from the version presented in December 2023.

A Member asked a question relating to the process for determining contamination of land. The Assistant Director (Planning and Regulatory) responded that if the contamination issue arose during the planning process, conditions were typically imposed if the land had been previously developed. Historical records from the former development corporation provided information on previously developed sites. For greenfield sites or those with potential spoil from infrastructure projects such as motorways, specific records existed. New planning permissions often included a condition requiring a contaminated land strategy if the site's history suggested potential contamination.

The Chair thanked the Assistant Director (Planning and Regulatory) for the presentation.

It was **RESOLVED** that the Contaminated Land Inspection Strategy 2024-2029 be adopted subject to the track changes as set out in the report.

## 5 **UPDATE ON LAND WEST OF LYTTON WAY, STEVENAGE**

The Chair invited the Development Manager to provide the Committee with an update on the Land West of Lytton Way.

The Development Manager reminded the Committee that there had previously been an application for the former Icon site, proposing the conversion of undercroft parking areas into 16 additional flats. The case officer had presented this proposal to the Committee, which subsequently resolved to refuse planning permission primarily due to concerns about the loss of parking. The loss of parking spaces in the undercroft areas was seen as likely to exacerbate existing on-street parking issues in the surrounding area. Discussions with the Chair and Members led to a more precise definition of the affected streets and the reasons for refusal, which was communicated to the developer.

The Development Manager informed the committee that the developer had formally appealed this decision to the Planning Inspectorate of the Secretary of State. The Council received notification that the appeal was valid, although no start date for the appeal process had been confirmed. The expectation was that the appeal would proceed via written representations. The inspector would then review all evidence and conduct a site visit before making a decision which would likely not involve a public hearing or inquiry, unlike the previous case with this site.

The Development Manager estimated that the appeal process could take a minimum of a year, given current backlogs and potential delays due to the upcoming general election. He assured the committee that updates would be provided as more information became available from the Planning Inspectorate.

A Member asked a question relating to the impact of the appeal on any ongoing or planned work on the site. The Development Manager confirmed that the appeal would not affect the original permission, which the developer could still implement. However, the permission for the ground floor flats could not be implemented until the appeal decision was made. He added that it was unlikely that the developer would proceed with any fit-out work on the ground floor until the appeal was resolved, due to the risk of enforcement action and the uncertainty of the inspector's decision. If the appeal was dismissed, the developer would revert to the original permission. If the appeal was allowed, the council would have to abide by the inspector's decision.

The Chair thanked the Development Manager for his update.

It was **RESOLVED** that the update on the Land West of Lytton Way be noted.

## **Update from Development Manager on Housing Delivery Target**

At this juncture, the Development Manager acknowledged the significance of the Planning Policy Manager's update regarding the local plan, which had reached its five-year mark. He explained the implications of this milestone and emphasised the importance of keeping local plans up to date as mandated by the National Planning Policy Framework (NPPF). According to the NPPF, local plan policies should be reviewed every five years to ensure they remained relevant and effectively addressed community needs, as stipulated under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.

The Development Manager reminded the Committee that the Council's local plan, adopted on 22 May 2019, was now considered out of date as of 22 May 2024. This meant that in decision-making processes, the local plan's policies held limited weight. Consequently, greater emphasis must be placed on the policies outlined in the NPPF. This shift impacted the supplementary planning documents linked to the local plan, which also carried limited weight.

He further detailed the procedural steps for updating the local plan, which included Regulation 18 and Regulation 19 consultations. The updated local plan policies would gradually gain more weight as they progressed through those stages until they were formally adopted by the Council, assuming no challenges arose.

The Development Manager highlighted the practical implications of this transition for decision-making. Reports would now focus more on the NPPF, although references to local plan policies would still be made, particularly where they aligned with NPPF objectives. For instance, local design policies and parking standards, though they carried limited weight, must still be considered in light of NPPF guidelines.

Additionally, the Development Manager addressed the requirement to meet housing delivery targets set by central government, introduced in 2018. Those targets necessitated that local planning authorities, including Stevenage Borough Council, met at least 95% of their identified housing delivery target. Failure to meet 85% of this target necessitated incorporating a 20% buffer into housing delivery calculations. If the score fell below 75%, the Council must prepare an action plan and would be subject to the presumption in favour of sustainable development under paragraph 11D of the NPPF.

The Development Manager reported that the council's latest housing delivery test score was 57%, significantly below the required targets. As a result, the Council must apply a 20% buffer to its five-year housing land supply and prepare an action plan to accelerate housing delivery. This score placed the Council under the presumption in favour of sustainable development, which prioritised housing delivery unless there were significant and demonstrable harms outweighing the benefits.

He informed the committee that the Council recently issued its five-year land supply update, demonstrating a supply of 5.59 years for the period from 1 April 2024 to 31 March 2029. Additionally, a housing delivery test action plan was issued on 21 May,

outlining steps to increase housing delivery. While the housing delivery targets might take a year or so to catch up, significant developments such as those North of Stevenage and the Matalan site were expected to contribute positively.

He concluded by emphasising the importance of considering the NPPF in decision-making, particularly under the current severe penalty of the housing delivery test. He advised the committee to apply more weight to the NPPF when they made decisions.

## 6 **24/00191/FP - 106-114 GRACE WAY, STEVENAGE**

The Development Manager presented a report in respect of application 24/00191/FP seeking permission for replacement cladding, communal entrance doors and windows to flats and communal areas, together with replacement flat roof covering, fascias, gutters and downpipes.

The Development Manager advised that the block in question was a two-story, L-shaped structure built in the 1960s, located at the corner of the cul-de-sac in Grace Way. The proposed works aimed to improve the building's thermal efficiency and address dated features that did not meet current building regulations.

The Committee was shown photos and diagrams including the site, existing and proposed elevations, and examples of the proposed materials.

A Member inquired about the post-upgrade efficiency rating of the building, referencing new standards for rental properties. The Development Manager confirmed that the upgrades would improve air tightness and thermal retention. The new materials, including a concrete-based cladding system called Hardie Plank fibre cement boards, would be expected to a degree enhance energy efficiency and help meet statutory climate change requirements.

A Member asked about the impact on residents, specifically if there were leaseholders and how they would be affected by the works. The Development Manager and the Assistant Director (Planning and Regulatory) advised that the building housed a mix of long-term leaseholders and tenants. The Asset Management team was responsible for consulting all residents before commencing work, and leaseholders might be subject to recharges for the improvements.

A Member sought clarification on whether the cladding replacement was due to maintenance needs or being updated to comply with the NPPF. The Development Manager confirmed that the cladding, dating back to the 1960s, needed replacement due to maintenance issues rather than safety concerns. However, fire safety considerations had also been factored into the refurbishment plans.

A Member noted that similar refurbishments on nearby roads had significantly improved the appearance of those buildings. The Development Manager stated that the new materials were high quality and designed for longevity, they contributed to better visual appeal and more efficient maintenance.

The Chair echoed the positive comments on the improvements and emphasised the safety benefits for residents.

It was **RESOLVED** that planning permission be **GRANTED** subject to the following conditions and informatives:

**1** The development hereby permitted shall be carried out in accordance with the following approved plans: CD-ADC392-106-114GW-100 P1; CD-ADC392-106-114GW-101 P1; CDADC392-106-114GW-200 P1; CD-ADC392-106-114GW-201 P2.

**2** The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

**3** The materials to be used in the development hereby permitted shall be as per the approved plans and associated documents to the satisfaction of the Local Planning Authority.

## **INFORMATIVE**

### **1 Public Information on Planning Applications**

Warning: all information provided on your planning application is now publicly available. Individuals and organisations offering their services may contact you. The Council does not endorse or approve any builders, surveyors, trades persons or other supplier, and advises householders to obtain quotes/references, and check the legitimacy of any contractor who contacts them before making payment.

### **2 Community Infrastructure Levy**

Stevenage Borough Council adopted a Community Infrastructure Levy (CIL) Charging Schedule at Full Council on 27 January 2020 and started implementing CIL on 01 April 2020.

This application may be liable for CIL payments and you are advised to contact the CIL Team for clarification with regard to this. If your development is CIL liable, even if you are granted an exemption from the levy, please be advised that it is a requirement under Regulation 67 of The Community Infrastructure Levy Regulations 2010 (as amended) that CIL Form 6 (Commencement Notice) must be completed, returned and acknowledged by Stevenage Borough Council before building works start. Failure to do so will mean you risk losing the right to payment by instalments and a surcharge will be imposed. NB, please note that a Commencement Notice is not required for residential extensions if relief has been granted.

Stevenage's adopted CIL Charging Schedule and further details of CIL can be found on the Council's webpages at [www.stevenage.gov.uk/CIL](http://www.stevenage.gov.uk/CIL) or by contacting the Council's CIL Team at [CIL@Stevenage.gov.uk](mailto:CIL@Stevenage.gov.uk).

### **3 Building Regulations**

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Hertfordshire Building Control can also be contacted by post at Hertfordshire Building Control Ltd, 4th Floor, Campus West, Welwyn Garden City, Hertfordshire, AL8 6BX.

Once a building regulations application has been deposited with relevant drawings and fee building work may commence. You will be advised in their acknowledgement letter of the work stages we need to inspect but in most instances these are usually:

- Excavation for foundations
- Damp proof course
- Concrete oversite
- Insulation
- Drains (when laid or tested)
- Floor and Roof construction
- Work relating to fire safety
- Work affecting access and facilities for disabled people
- Completion

Please phone Hertfordshire Building Control on 01438 879990 before 10.00am to ensure a same day inspection (Mon - Fri).

#### **4 Party Wall etc. Act 1996**

Any work that affects a party wall, including foundations dug within 3.0m of a neighbouring building, may be controllable under the Act and may require approval from the adjoining owner(s). Party Wall Act matters are always civil matters and it is neither Stevenage Borough Council's nor Hertfordshire Building Control Ltd's remit to control or enforce Party Wall act matters. Please refer to the Government's explanatory booklet The Party Wall etc. Act 1996, a copy of which is available online at

<https://www.gov.uk/government/publications/the-party-wall-etc-act-1996-revisedexplanatory-booklet>.

#### **5 Biodiversity Net Gain**

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition”) that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be



Stevenage Borough Council. The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Stevenage Borough Council. There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply.

Based on the information available, this permission is considered to be one which will not require the application of a biodiversity gain plan before the development is begun because one or more of the statutory exemptions or transitional arrangements is considered to apply:

1. Development which is not 'major development' (within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) where:
  - a) the application for planning permission was made before 2 April 2024;
2. Development below the de minimis threshold, meaning development which:
  - a) does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and
  - b) impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (as defined in the statutory metric).

Where the local planning authority considers that the permission falls within paragraph 19 of Schedule 7A to the Town and Country Planning Act 1990, the permission which has been granted has the effect of requiring or permitting the development to proceed in phases. The modifications in respect of the biodiversity gain condition which are set out in Part 2 of the Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 apply.

Biodiversity gain plans are required to be submitted to, and approved by, the planning authority before development may be begun, and, if subject to phased development, before each phase of development may be begun.

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans. The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat. The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

7 **24/00193/FP - 1-12 FOVANT COURT, STEVENAGE**

The Committee considered a report in respect of application 24/00193/FP seeking permission for replacement cladding, communal entrance doors and windows to flats and communal areas, together with replacement flat roof covering, fascias, gutters and downpipes and replacement balustrading to balconies and ground floor patios.

The Development Manager described the building as a traditional 1960s style residential block. The proposed updates included new flat roof coverings, external doors, painted metal railings for the ground floor patios, and new balustrading for the balconies. The proposed works were intended to improve the building's thermal efficiency and address dated features to enhance the building's overall fabric and align with the principles of the National Planning Policy Framework (NPPF).

The Committee were shown photos and diagrams including the site, existing and proposed elevations, and examples of the proposed materials.

The Chair invited the Committee to ask questions of the Development Manager. There were none.

It was **RESOLVED** that planning permission be **GRANTED** subject to the conditions and informatives as set out below:

- 1 The development hereby permitted shall be carried out in accordance with the following approved plans: CD-ADC392-1-12FC-101P1; CD-ADC392-1-12FC-100P1; CD-ADC392-1-12FC-200P1; CD-ADC392-1-12FC-201P1; CD-ADC392-1-12FC-202P2; CD-ADC392-1-12FC-203P2;
- 2 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
- 3 The materials to be used in the development hereby permitted shall be as per the approved plans and associated documents to the satisfaction of the Local Planning Authority.

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neighbouring building, may be controllable under the Act and may require approval from the adjoining owner(s). Party Wall Act matters are always civil matters and it is neither Stevenage Borough Council's nor Hertfordshire Building Control Ltd's remit to control or enforce Party Wall act matters. Please refer to the Government's explanatory booklet The Party Wall etc. Act 1996, a copy of which is available online at <https://www.gov.uk/government/publications/the-party-wall-etc-act-1996-revised-explanatory-booklet>.

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## 8 **24/00224/FP - CRANBOURNE COURT, STEVENAGE**

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The Committee were shown photos and diagrams including the site, existing and proposed elevations, and examples of the proposed materials.

The Chair invited the Committee to ask questions of the Development Manager. There were none.

It was **RESOLVED** that planning permission be **GRANTED** subject to the conditions and informatives as set out below:

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Please phone Hertfordshire Building Control on 01438 879990 before 10.00am to ensure a same day inspection (Mon - Fri).

**4 Party Wall etc. Act 1996**

Any work that affects a party wall, including foundations dug within 3.0m of a neighbouring building, may be controllable under the Act and may require approval from the adjoining owner(s). Party Wall Act matters are always civil matters and it is neither Stevenage Borough Council's nor Hertfordshire Building Control Ltd's remit to control or enforce Party Wall act matters. Please refer to the Government's explanatory booklet The Party Wall etc. Act 1996, a copy of which is available online at <https://www.gov.uk/government/publications/the-party-wall-etc-act-1996-revised-explanatory-booklet>.

**5 Biodiversity Net Gain**

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition”) that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Stevenage Borough Council. The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Stevenage Borough Council. There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply.

Based on the information available, this permission is considered to be one which will not require the application of a biodiversity gain plan before the development is begun because one or more of the statutory exemptions or transitional arrangements is considered to apply:

3. Development which is not ‘major development’ (within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) where:
  - b) the application for planning permission was made before 2 April 2024;
4. Development below the de minimis threshold, meaning development which:
  - c) does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and
  - d) impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (as defined in the statutory metric).

Where the local planning authority considers that the permission falls within paragraph 19 of Schedule 7A to the Town and Country Planning Act 1990, the permission which has been granted has the effect of requiring or permitting the development to proceed in phases. The modifications in respect of the biodiversity gain condition which are set out in Part 2 of the Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 apply.

Biodiversity gain plans are required to be submitted to, and approved by, the planning authority before development may be begun, and, if subject to phased development, before each phase of development may be begun.

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans. The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat. The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

9 **24/00252/FP - 23-39 CUTTYS LANE, STEVENAGE**

The Committee considered a report in respect of application 24/00252/FP seeking permission for the retrofit of 1 no. apartment block. Works include: the installation of External Wall Insulation in render finish and brick-effect render finish; re-roof with Solar PV array system; replacement of windows on stairwell façade, new windows and doors. Upgrade of ventilation and top up loft insulation.

The Senior Planning Officer advised the Committee that the block was situated on Cutty’s Lane, located behind the Church of St. Andrew and St. George, near the



Town Centre Gardens.

The Senior Planning Officer informed the Committee that the block currently featured white render, blue metal panels, and Bath stone coloured brickwork on one side, while the balconies had green metal panels on the other side. The proposed changes included replacing external wall insulation with winter white render on the upper floors, sanded slate grey brick-effect render on the ground floor, new windows and doors, solar panels on the rear roof slope, grey concrete interlocking roof tiles, upgraded loft insulation, and improved ventilation systems.

The Committee were shown photos and diagrams including the site, existing and proposed elevations, and examples of the proposed materials.

The Senior Planning Officer advised the Committee that the retrofit aimed to improve energy efficiency, ensuring the buildings met a minimum EPC rating of C and government standards for energy consumption. She noted that there were no objections to the application and that the proposed colours and materials would align with the nearby Holiday Inn hotel. She confirmed that the materials met fire safety regulations, similar to recent approvals in other areas.

Some Members asked questions related to solar panels. The Assistant Director (Planning & Regulatory) responded that the Council had received central government funding for the installation of solar panels on a number of flat blocks, but not all. Regarding the allocation and type of solar panels, the Assistant Director (Planning and Regulatory) advised the Committee that these were not planning issues but further information would be sought and shared.

It was **RESOLVED** that planning permission be **GRANTED** subject to the conditions and informatives as set out below:

- 1 The development hereby permitted shall be carried out in accordance with the following approved plans:  
Existing Site Location Plan; 4102; 4103; 4104; 4402; 4403; 4405; 4404; 4408; 4409;
- 2 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
- 3 The external materials used in the development to which this permission relates shall be those detailed on the approved plans and in the accompanying planning submission documents unless otherwise agreed in writing by the local planning authority.

## **INFORMATIVE**

### **1 Public Information on Planning Applications**

Warning: all information provided on your planning application is now publicly available. Individuals and organisations offering their services may contact you. The Council does not endorse or approve any builders, surveyors, trades persons or other supplier, and advises householders to obtain

quotes/references, and check the legitimacy of any contractor who contacts them before making payment.

## 2 **Community Infrastructure Levy**

Stevenage Borough Council adopted a Community Infrastructure Levy (CIL) Charging Schedule at Full Council on 27 January 2020 and started implementing CIL on 01 April 2020.

This application may be liable for CIL payments and you are advised to contact the CIL Team for clarification with regard to this. If your development is CIL liable, even if you are granted an exemption from the levy, please be advised that it is a requirement under Regulation 67 of The Community Infrastructure Levy Regulations 2010 (as amended) that CIL Form 6 (Commencement Notice) must be completed, returned and acknowledged by Stevenage Borough Council before building works start. Failure to do so will mean you risk losing the right to payment by instalments and a surcharge will be imposed. NB, please note that a Commencement Notice is not required for residential extensions if relief has been granted.

Stevenage's adopted CIL Charging Schedule and further details of CIL can be found on the Council's webpages at [www.stevenage.gov.uk/CIL](http://www.stevenage.gov.uk/CIL) or by contacting the Council's CIL Team at [CIL@Stevenage.gov.uk](mailto:CIL@Stevenage.gov.uk) .

## 3 **Building Regulations**

To obtain advice regarding current Building Regulations please contact Hertfordshire Building Control Ltd. by emailing us at [building.control@hertfordshirebc.co.uk](mailto:building.control@hertfordshirebc.co.uk) or phoning us on 01438 879990.

To make a building regulations application please apply through our website portal at <https://www.hertfordshirebc.co.uk/contact-us/> payment can be made online or by phoning the above number after the application has been uploaded. Please phone Hertfordshire Building Control for fees guidance on 01438 879990.

Hertfordshire Building Control can also be contacted by post at Hertfordshire Building Control Ltd, Campus East, Welwyn Garden City, Hertfordshire, AL8 6AE.

Once a building regulations application has been deposited with relevant drawings and fee building work may commence. You will be advised in their acknowledgement letter of the work stages we need to inspect but in most instances these are usually:

- Excavation for foundations
- Damp proof course
- Concrete oversite
- Insulation
- Drains (when laid or tested)
- Floor and Roof construction
- Work relating to fire safety

Work affecting access and facilities for disabled people  
Completion

Please phone Hertfordshire Building Control on 01438 879990 before 10.00am to ensure a same day inspection (Mon - Fri).

4 **Party Wall etc. Act 1996**

Any work that affects a party wall, including foundations dug within 3.0m of a neighbouring building, may be controllable under the Act and may require approval from the adjoining owner(s). Party Wall Act matters are always civil matters and it is neither Stevenage Borough Council's nor Hertfordshire Building Control Ltd's remit to control or enforce Party Wall act matters. Please refer to the Government's explanatory booklet The Party Wall etc. Act 1996, a copy of which is available online at

<https://www.gov.uk/government/publications/the-party-wall-etc-act-1996-revised-explanatory-booklet>.

5 **Biodiversity Net Gain**

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition”) that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Stevenage Borough Council. The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Stevenage Borough Council. There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply.

Based on the information available, this permission is considered to be one which will not require the application of a biodiversity gain plan before the development is begun because one or more of the statutory exemptions or transitional arrangements is considered to apply:

5. Development which is not ‘major development’ (within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) where:

- c) the application for planning permission was made before 2 April 2024;

6. Development below the de minimis threshold, meaning development which:

- e) does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and

- f) impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear

habitat (as defined in the statutory metric).

Where the local planning authority considers that the permission falls within paragraph 19 of Schedule 7A to the Town and Country Planning Act 1990, the permission which has been granted has the effect of requiring or permitting the development to proceed in phases. The modifications in respect of the biodiversity gain condition which are set out in Part 2 of the Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 apply.

Biodiversity gain plans are required to be submitted to, and approved by, the planning authority before development may be begun, and, if subject to phased development, before each phase of development may be begun.

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans. The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat. The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

## 10 **24/00047/FPM - WALPOLE COURT, STEVENAGE**

The Committee considered a report in respect of application 24/00047/FPM seeking permission for the demolition of existing Walpole Court sheltered living accommodation and associated bungalows and the construction of 24no. dwellings with associated road and vehicle access, car parking, garden areas and ancillary works.

The Principal Planning Officer advised the Committee that the application was in respect of phase two of the Kenilworth Close redevelopment. Phase one, granted planning permission in October 2019, involved mixed-use development. Phase two initially planned for flats but had changed to family housing based on community feedback.

The Principal Planning Officer highlighted the location of the site as being at the western end of Blenheim Way at the junction with Kenilworth Close. To the South of the site was woodland parallel to the east coast mainline railway, and to the north was the recently redeveloped Kenilworth Close neighbourhood centre. To the west and east were various residential developments. The existing buildings included a predominantly two-storey horseshoe-shaped sheltered housing block.

The Principal Planning Officer advised the Committee that the affordable housing

requirement for the site had been met in phase one, which included a mix of unit sizes appropriate for the borough's needs at that time.

The Principal Planning Officer informed the Committee that the total number of parking spaces provided in proposed developments was 59no. This consisted of 54no. private residential spaces and 5no. visitor spaces.

The Principal Planning Officer advised the Committee that a strategy including tree replacement and a 10% biodiversity net gain had been proposed.

The Committee was shown photos and diagrams including the site, existing and proposed elevations, and examples of the proposed materials.

A Member asked a question related to affordable housing in terms of unit sizes. The Principal Planning Officer responded that the affordable housing in phase one included a mix of unit sizes which were considered appropriate for the needs of the borough at that time.

A Member asked a question related to disabled parking spaces. The Principal Planning Officer responded that there was no policy requirement for disabled parking spaces as these were private allocated parking spaces plus 5no visitor unallocated spaces spread across the development.

A Member asked a question regarding the current occupancy of the sheltered accommodation and any potential rehousing. The Principal Planning Officer confirmed that existing residents would be rehoused in the independent living block built in phase one.

In response to a question related to flood mitigation measures, the Principal Planning Officer advised that additional information had been submitted which addressed the local flood authority's concerns, subject to planning conditions.

A Member asked a question regarding social housing. The Development Manager confirmed that the policy required 25% of units to be affordable housing, which could include a mix of affordable rent, intermediate housing, and other types, but there was no statutory requirement for social housing. The affordable housing requirement for this site had already been met in phase one of the development.

It was **RESOLVED** that planning permission be **GRANTED** subject to the conditions and informatives as set out below subject to the applicant having first entered into a S106 legal agreement to secure/provide contributions towards:-

- S278 Agreement (covering the junction alterations and public realm works on highway land to be adopted by HCC Highway Authority)
- Local apprenticeships and construction jobs
- Management Company to manage areas of unadopted open space, highways and SuDS.
- £23,486 Biodiversity Financial Contribution towards delivery of 10% biodiversity net gain
- £316,193 Secondary Education Contribution to Hertfordshire County

- Council
- S106 monitoring fee

The detail of which would be delegated to the Assistant Director of Planning and Regulation in liaison with the Council's appointed solicitor, as well as the imposition of suitable safeguarding conditions.

Authority would be given to the Assistant Director of Planning and Regulation in consultation with the Chair of Planning Committee, to amend or add to the suggested draft conditions set out in this report, prior to the decision notice being issued, where such amendments or additions would be legally sound and most effectively deliver the development that the Planning Committee has resolved to approve. These suggested conditions are as follows:

1. The development to which this permission relates shall be carried out in accordance with the following approved plans unless otherwise agreed in writing by the local planning authority:  
  
23042SU1.01; 23042SU1.02; 23042.02.SU1.03; 23042WD2.01A; 23042WD2.02A; 23042WD2.03; 23042WD2.04; 23042WD2.05; 23042WD2.06; 23042WD2.102; 23042WD2.103; 23042WD2.104; 23042WD2.105; 23042WD2.106; 23042WD2.107; 23042WD2.108; 23042WD2.109; 23042WD2.110; 23042WD2.111; 23042WD2.112; 23042WD2.113; 23042WD2.114; 23042WD2.201; 23042WD2.202; 23042WD2.203; 23042WD2.204; 23042WD2.205; 23042WD2.206; 23042WD2.207; 23042WD2.208; 23042WD2.209; 23042WD2.210; 23042WD2.211; 23042WD2.212; 23042WD2.213; 11897 TCP 01;
2. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
3. No demolition or construction work relating to this permission shall be carried out on any Sunday, Public or Bank Holiday nor at any other time, except between the hours of 08.00; and 18.00; on Mondays to Fridays and between the hours of 08.00; and 13.00; on Saturdays.
4. No development shall take place (including site clearance or demolition) until a construction management plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the development shall be carried out in accordance with the approved construction management plan. The construction management plan shall include details of the following:
  - a) Construction vehicle numbers, type, routing;
  - b) Access arrangements to site;
  - c) Traffic and pedestrian management requirements;
  - d) Construction and storage compounds (including areas designated for car parking, loading / unloading and turning areas);
  - e) Siting and details of wheel washing facilities;
  - f) Cleaning of site entrances, site tracks and the adjacent public highway;

- g) Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off times;
  - h) Provision of sufficient on-site parking prior to commencement of construction activities;
  - i) Post construction restoration/reinstatement of the working areas and temporary access to the public highway;
  - j) Where works cannot be contained wholly within the site, a plan should be submitted showing the site layout on the highway including extent of hoarding, pedestrian routes and remaining road width for vehicle movements;
  - k) Measures to deal with environmental impacts such as vehicle emissions, dust, noise, vibration, light, and odour.
5. Prior to the commencement of the development hereby permitted, a detailed Site Waste Management Plan (SWMP) shall be submitted to and approved in writing by the Local Planning Authority. The SWMP shall detail how waste materials generated as a result of the proposed demolition and/or construction works will be disposed of, and the level and type of soil to be imported to the site as part of the development.
  6. Prior to the commencement of the development hereby permitted, a preliminary intrusive ground investigation shall be carried out to establish if the site is contaminated, to assess the degree and nature of the contamination present, and to determine its potential for harm to human health and pollution of the water environment. The method and extent of this investigation shall be agreed in writing by Local Planning Authority before the development commences. The development shall then proceed in strict accordance with the measures approved.
  7. In the event that contamination is found at any time when carrying out the approved development that was not previously identified, it must be reported in writing immediately to the local planning authority. An investigation and risk assessment must be undertaken and where remediation is necessary, a remediation scheme must be submitted to and approved in writing by the Local Planning Authority. Following completion of measures identified in the approved remediation scheme, a verification report must be submitted to and approved in writing by the local planning authority.
  8. The development to which this permission relates shall be carried out in accordance with the external materials specified on drawings 23042WD2.201, 23042WD2.202, 23042WD2.203, 23042WD2.204, 23042WD2.205, 23042WD2.206, 23042WD2.207, 23042WD2.208, 23042WD2.209, 23042WD2.210, 23042WD2.211, 23042WD2.212 and 23042WD2.213 unless otherwise agreed and approved in writing by the Local Planning Authority.
  9. The proposed car parking spaces, cycle parking storage sheds and turning areas as shown on the proposed detailed site plan (Ref- 23042wd2.02A) shall be laid out, demarcated, levelled, surfaced, and drained in accordance

with the approved plan and retained thereafter available for that specific use prior to the occupation of the dwellings that they will serve.

10. The proposed footways and Vehicle Cross Overs (VXOs) as indicated on the detailed site plan (Ref-23042wd2.02A) along Blenheim Way (frontage of proposed plots 24 to 14 and side frontage of plot 1) shall be constructed to the specification of the Highway Authority and Local Planning Authority's satisfaction prior to the occupation of the dwellings that they will serve.
11. Notwithstanding the details shown in this application, the treatment of all boundaries including any walls, fences, gates or other means of enclosure and details of acoustic screening around gardens as recommended by the Noise and Vibration report by Cass Allen ref. RP01-23592-R0 shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. The approved boundary treatments shall be completed and permanently maintained as such before the dwellings are occupied.
12. The development to which this permission relates shall be carried out in accordance with the recommendations within the Noise and Vibration report by Cass Allen ref. RP01-23592-R0 or any alternative to be submitted to and approved by the Local Planning Authority.
13. The development to which this permission relates shall be carried out in accordance with the mitigation measures, including a preliminary bat roost assessment and bat roost emergence survey on building 2 as specified in the Preliminary Ecological Appraisal authored by Geosphere Environmental reference 7993,EC,PEA,AG,SJ,KL,24-01-24,V2 unless otherwise agreed in writing by the Local Planning Authority.
14. All areas of hedges, scrub or similar vegetation where birds may nest which are to be removed as part of the development, are to be cleared outside the bird-nesting season (March - August inclusive) or if clearance during the bird nesting season cannot be reasonably be avoided, a suitably qualified ecologist will check the areas to be removed immediately prior to clearance and advise whether nesting birds are present. If active nests are recorded, no vegetation clearance or other works that may disturb active nests shall proceed until all young have fledged the nest.
15. No dwelling shall be occupied until details of the siting of 24 integrated swift bricks (one per dwelling) have been submitted to and approved by the Local Planning Authority. These bricks shall be fully installed prior to occupation and retained as such thereafter.
16. Before any development commences, including any site clearance or demolition works, any trees on the site to be retained shall be protected by fencing or other means of enclosure in accordance with BS5837:2012 and the approved Tree Protection Plan ref. 11897 TPP 01.
17. No tree shown retained on the approved plans, or subsequently approved



landscaping scheme, shall be cut down, uprooted or destroyed, nor shall any retained tree be topped or lopped within five years of the completion of development without the written approval of the Local Planning Authority.

18. If any retained tree referred to in condition 17; is removed, uprooted or destroyed or dies within 5 years of the completion of development, a replacement tree should be planted in the same place and that tree shall be of such a size and species, and shall be planted at such time, as may be specified in writing by the Local Planning Authority.
19. No development shall take place until there has been submitted to and approved by the Local Planning Authority a scheme of soft and hard landscaping and details of the treatment of all hard surfaces. The scheme shall include details of all existing trees and hedgerows on the land and details showing all trees to be removed, or retained, together with details of all new planting to take place including species, size and method of planting.
20. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the first occupation of the building(s) or the completion of the development whichever is the sooner.
21. All hard surfacing comprised in the approved details of landscaping shall be carried out within 3 months of the first occupation of the building(s) or the completion of the development, whichever is the sooner.
22. Development shall not commence until a Landscape and Ecological Management Plan (LEMP) has been submitted to, and approved in writing by, the local planning authority. The content of the LEMP shall ensure the delivery of the agreed number of habitat units as a minimum (1.88 habitat units, 0.15 hedgerow units) to achieve a net gain in biodiversity and include the following.
  - a) Description and evaluation of habitat parcels to be managed, cross referenced to individual lines in the metric.
  - b) Maps of all habitat parcels, cross referenced to corresponding lines in the metric.
  - c) Appropriate management options for achieving target condition for habitats as described in the approved metric.
  - d) Preparation of an annual work schedule for each habitat parcel (to be applied as a 30-year work plan capable of being rolled forward in perpetuity).
  - e) Details of the body or organisation responsible for implementation of the plan.
  - f) Details of species selected to achieve target habitat conditions as identified in approved metric, definitively stated and marked on plans.
  - g) Ongoing monitoring plan and remedial measures to ensure habitat condition targets are met.
  - h) Reporting plan and schedule for informing LPA of condition of habitat parcels for 30 years.

The LEMP shall also include details of the legal and funding mechanism(s) by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery.

The plan shall also set out (where the results from monitoring show that conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme.

The approved plan will be implemented in accordance with the approved details.

23. The measures to address adaptation to climate change as set out within the Design and Access Statement by Kyle Smart Associates dated January 2024 shall be implemented and permanently maintained in accordance with the approved details.
24. Prior to first occupation of the development hereby permitted details of external lighting to the site shall be submitted to the Local Planning Authority and approved in writing. There shall be no other sources of external illumination.
25. The refuse and recycling stores for each dwelling as shown on drawing number 23042WD2.02A shall be provided and made ready for use prior to first occupation of the dwellings they will serve and shall be retained in that form and kept available for those purposes thereafter.
26. Notwithstanding the provisions of Classes A, B and C of Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising, revoking or re-enactive that Order with or without modification), no internal or external alterations shall take place to any garage, which would preclude its use for housing motor vehicles and/or bicycles, no loft conversions including dormer windows / roof extensions, or roof lights and openings shall be constructed on the dwellinghouse(s) hereby permitted unless permission is granted on an application made to the Local Planning Authority.
27. Following demolition, and prior to the commencement of construction of the proposed development, BRE 365 infiltration testing shall be provided at the depth and location of the proposed soakaways to demonstrate and confirm the detailed design of the drainage strategy (based on FRA & Drainage Strategy (6682-DR001 Revision 4, March 2024) and Drawings (6682-1910 Revision P3, March 2024))., If these results show that infiltration is not a viable option, the scheme shall follow 'Plan B' as set out in the FRA and Drainage Strategy, A set of construction drawings of the final surface water drainage network, associated sustainable drainage components, flow control mechanisms and a construction method statement shall be submitted and agreed in writing by the local planning authority. The approved scheme shall

then be constructed as per the agreed drawings, method statement, and remaining in perpetuity for the lifetime of the development unless agreed in writing by the Local Planning Authority. No alteration to the agreed drainage scheme shall occur without prior written approval from the Local Planning Authority.

28. The development hereby approved shall not be occupied until details of the maintenance and management of the sustainable drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The drainage scheme shall be implemented prior to the first occupation of the development hereby approved and thereafter managed and maintained in accordance with the approved details in perpetuity. The Local Planning Authority shall be granted access to inspect the sustainable drainage scheme for the lifetime of the development. The details of the scheme to be submitted for approval shall include:
1. A timetable for its implementation.
  2. Details of SuDS feature and connecting drainage structures and maintenance requirement for each aspect including a drawing showing where they are located.
  3. A management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the operation of the sustainable drainage scheme throughout its lifetime. This will include the name and contact details of any appointed management company.
  4. Information on how each individual property owner will manage the shared responsibility of soakaways crossing multiple property boundaries.
29. Upon completion of the surface water drainage system, including any SuDS features, and prior to the first use of the development; a survey and verification report from an independent surveyor shall be submitted to and approved in writing by the Local Planning Authority. The survey and report shall demonstrate that the surface water drainage system has been constructed in accordance with the details approved pursuant to condition 1. Where necessary, details of corrective works to be carried out along with a timetable for their completion, shall be included for approval in writing by the Local Planning Authority. Any corrective works required shall be carried out in accordance with the approved timetable and subsequently re-surveyed with the findings submitted to and approved in writing by the Local Planning Authority.
30. Development shall not commence until details and a method statement for interim and temporary drainage measures during the demolition and construction phases have been submitted to and approved in writing by the Local Planning Authority. This information shall provide full details of who will be responsible for maintaining such temporary systems and demonstrate how the site will be drained to ensure there is no increase in the off-site flows, nor any pollution, debris and sediment to any receiving watercourse or sewer system. The site works and construction phase shall thereafter be carried out in accordance with approved method statement, unless alternative measures have been subsequently approved by the Planning Authority

31. No above ground works shall take place until a scheme for the provision of adequate water supplies and fire hydrants, necessary for firefighting purposes at the site has been submitted to and approved in writing by the Local Planning Authority. The development shall not be occupied until the scheme has been implemented in accordance with the approved details.

## **INFORMATIVES**

1. A Groundwater Risk Management Permit from Thames Water will be required for discharging groundwater into a public sewer. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer. Permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 020 3577 9483 or by emailing [trade.effluent@thameswater.co.uk](mailto:trade.effluent@thameswater.co.uk). Application forms should be completed online via [www.thameswater.co.uk](http://www.thameswater.co.uk). Please refer to the Wholesale; Business customers; Groundwater discharges section.
2. Parking and Storage of materials: The applicant is advised that all areas for parking, storage, and delivery 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/development-management/highways-development-management.aspx> or by telephoning 0300 1234047.
3. 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: <http://www.hertfordshire.gov.uk/services/transtreets/highways/> or by telephoning 0300 1234047.
4. Debris and deposits on the highway: It is an offence under section 148 of the Highways Act 1980 to deposit compost, dung or other material for dressing land, or any rubbish on a made up carriageway, or any or other debris on a highway to the interruption of any highway user. Section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Therefore, best practical means shall be taken at all times to ensure that all vehicles leaving the site during

construction of the development and use thereafter are in a condition such as not to emit dust or deposit mud, slurry or other debris on the highway. Further information is available by telephoning 0300 1234047.

5. The applicant is advised that in order to comply with this permission it will be necessary for the developer of the site to enter into an agreement with Hertfordshire County Council as Highway Authority under Section 278 of the Highways Act 1980 to ensure the satisfactory completion of the access and associated road improvements. The construction of such works must be undertaken to the satisfaction and specification of the Highway Authority, and by a contractor who is authorised to work in the public highway. Before works commence the applicant will need to apply to the Highway Authority to obtain their permission and requirements. Further information is available via the website <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/businessanddeveloper-information/development-management/highways-developmentmanagement.aspx> or by telephoning 0300 1234047.
6. Stevenage Borough Council adopted a Community Infrastructure Levy (CIL) Charging Schedule at Full Council on 27 January 2020 and started implementing CIL on 01 April 2020.

This application may be liable for CIL payments and you are advised to contact the CIL Team for clarification with regard to this. If your development is CIL liable, even if you are granted an exemption from the levy, please be advised that it is a requirement under Regulation 67 of The Community Infrastructure Levy Regulations 2010 (as amended) that CIL Form 6 (Commencement Notice) must be completed, returned and acknowledged by Stevenage Borough Council before building works start. Failure to do so will mean you risk losing the right to payment by instalments and a surcharge will be imposed. NB, please note that a Commencement Notice is not required for residential extensions if relief has been granted.

Stevenage's adopted CIL Charging Schedule and further details of CIL can be found on the Council's webpages at [www.stevenage.gov.uk/CIL](http://www.stevenage.gov.uk/CIL) or by contacting the Council's CIL Team at [CIL@Stevenage.gov.uk](mailto:CIL@Stevenage.gov.uk).

7. To obtain advice regarding current Building Regulations please contact Hertfordshire Building Control Ltd. by emailing us at [building.control@hertfordshirebc.co.uk](mailto:building.control@hertfordshirebc.co.uk) or phoning us on 01438 879990.

To make a building regulations application please apply through our website portal at <https://www.hertfordshirebc.co.uk/contact-us/> payment can be made online or by phoning the above number after the application has been uploaded. Please phone Hertfordshire Building Control for fees guidance on 01438 879990.

Hertfordshire Building Control can also be contacted by post at Hertfordshire Building Control Ltd, Campus East, Welwyn Garden City, Hertfordshire, AL8 6AE.

Once a building regulations application has been deposited with relevant drawings and fee building work may commence. You will be advised in their acknowledgement letter of the work stages we need to inspect but in most instances these are usually:

- Excavation for foundations
- Damp proof course
- Concrete oversite
- Insulation
- Drains (when laid or tested)
- Floor and Roof construction
- Work relating to fire safety
- Work affecting access and facilities for disabled people
- Completion

Please phone Hertfordshire Building Control on 01438 879990 before 10.00am to ensure a same day inspection (Mon - Fri).

8. Prior to construction the developer is advised to contact the Hertfordshire Constabulary CPDS with a view to seeking to achieve accreditation to the Police preferred minimum security standard that is Secured by Design. The reason for this is to ensure that the development is compliant with both National and Local Planning Policies, in addition, this will also demonstrate the discharge of obligations under Approved Document 'Q' - Security of Building Regulations".
  
9. 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>.

## 11 INFORMATION REPORT - DELEGATED DECISIONS

It was **RESOLVED** that the Information Report – Delegated Decisions be noted.

12 **INFORMATION REPORT - APPEALS/CALLED IN APPLICATIONS**

It was **RESOLVED** that the Information Report – Appeals/Called in Decisions be noted.

13 **URGENT PART I BUSINESS**

There was none.

At this juncture the Development Manager informed the Committee that the RTP1 East of England Awards Judging Panel had shortlisted SBC for the category of Planning Authority of the Year - East of England.

The Chair conveyed congratulations on behalf of the Committee.

14 **EXCLUSION OF THE PRESS AND PUBLIC**

Not required.

15 **URGENT PART II BUSINESS**

There was none.

**CHAIR**