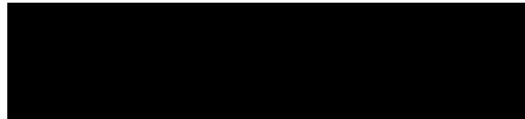


Sawbridgeworth Evangelical  
Congregational Church, London  
Road, Sawbridgeworth

Development Management  
Hertfordshire County Council

1<sup>st</sup> Floor Link  
County Hall  
Pegs Lane  
Hertford, Herts SG13 8DF  
[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Tel:  
Email:



My ref: EH/19562/2024  
Your ref:  
Date: 17/1/2024

Dear 

Thank you for your pre-application enquiry on behalf of your client. I am pleased to provide the following advice.

### Proposal

The views of Hertfordshire County Council (HCC) as Highway Authority (HA) have been sought on pre-application access and transport proposals for the refurbishment of the existing church. Demolition of existing 1911 and 1970-90s extensions and replacement with new extension to enhance accessibility and use of the buildings. (No intensification of use intended) at Sawbridgeworth Evangelical Congregational Church, London Road, Sawbridgeworth, CM21 9EH. London Road is designated as a Principle A Main distributor road, subject to a speed limit of 30mph and is highway maintainable at public expense.

From a highways and transport perspective, particular reference and consideration in any full application would need to be made to the following policy and guidance documents:

- o National Planning Policy Framework (NPPF), 2023
- o Hertfordshire County Council: Local Transport Plan 4 (LTP4), 2018
- o Roads in Hertfordshire: Highway Design Guide (RiH), 2011
- o Manual for Streets (MfS), 2007 & Manual for Streets 2 (MfS2), 2010

## 1. Access

### 1.1 Vehicle Access

There is an existing vehicle crossover access into the site from London.

The proposal at this stage is for a new dropped to serve one of the existing openings within the wall line which currently is a full height kerb. This has just been stated within the Transport note but at the full planning stage will need to be included within detailed drawings. The dropped kerb should be built to a maximum of 5.4 metres (4 dropped kerbs and 2 risers) Please see Hertfordshire County Councils dropped kerb policy regarding all details for a new dropped kerb. This can be found here;

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/changes-to-your-road/dropped-kerbs/dropped-kerbs.aspx#:~:text=Your%20drive%20must%20not%20be,reverse%20out%20onto%20the%20road.>

As per Hertfordshire County Council *Roads in Hertfordshire: Highway Design Guide 3rd Edition, Section 2: Highway Layout and Strategies, Chapter 9: Permitted Road Connections and Frontage Access, Table 2.9.1.1* vehicle entering and exiting any road with a classification of more than a secondary distributor (in this case a principle A main distributor) will require vehicles to be able to turn on site to enter and exit the highway network in forward gear. This will need to be shown on a swept path drawing to ensure that for the classification of London Road, this can be achievable. This is needed for all spaces and shown in relation to the new dropped kerb.

Finally, visibility splays should be provided for the two accesses. As per a 30 mph road these measurements should be 2.4 x 43 metres in each direction to ensure safety when entering and existing the site.

In relation to the trips to and from the site, the application has stated that around 50% walk to and from the site for congregations and other activities. This leaves about 50% that drive. Although, HCC Highways is not the parking authority which lies with the Local Council, however, we recommend that a parking survey for the surrounding area be conducted to observe the existing availability of on street parking in relation to the new development. Although, the new buildings are deemed to enhance the existing church as opposed to increase its number of trips to and from the site.

We recommend a Construction management Plan be included within the full application stage owing to the adjacent London road being classified as an A road. We would not expect any construction vehicles to wait within the Highway network during the construction phase.

## 3. Parking Provision

HCC as HA would not have any specific objections to the level of proposed on-site car and cycle parking the development. Nevertheless, the applicant is reminded that EHC as the planning authority for the district, would ultimately need to be satisfied with the proposed parking levels on site.

An appropriate level of electric vehicle charging (EVC) provision would need to be included as part of any full application. It is recommended that at least one active EVC point is provided for each house. Specific reference would need to be made to LTP4, Policy 5, which states that developments should “ensure that any new parking provision in new developments provides facilities for electric charging of vehicles, as well as shared mobility solutions such as car clubs and thought should be made for autonomous vehicles in the future”.

#### 4. Conclusion

Further details and amendments would need to be submitted and assessed as part of any formal planning application process – adhering to the guidance as described within this response and HCC’s review of the Documents provided at pre-application. The contents of this letter are an informal officer opinion and should not be taken as a formal response to a planning application. It may not reflect the contents of any formal reply made by the Highway Authority (HCC) in response to an official consultation from the Local Planning Authority (EHC) on a planning application for a similar proposal.

It is necessary for me to conclude with observing that in accordance with Hertfordshire County Councils Highways DM Protocol for pre-application advice (<https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/planning-applications-decisions/pre-application-advice.aspx>) any advice given by County Council officers for transport pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority. The County Council cannot guarantee that new issues will not be raised following submission of a planning application and consultation upon it. It should be noted that the weight given to pre-application advice will decline over time.

Please be aware that Hertfordshire County Council is subject to requirements under the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Where the County Council receives a request to disclose any information in relation to this discussion, it will notify and consult with you concerning its possible release. However, the County Council reserves the right to disclose any such information it deems appropriate and shall be responsible for determining at its absolute discretion whether the information is exempt from disclosure in accordance with the EIR or FOIA.

Should you wish to discuss any of the matters set out, please do not hesitate to contact me.

Sincerely

George Fermer BSC  
*Senior Development Officer (Highways)*

*Hertfordshire County Council*

**County of opportunity**