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My ref:
Your ref:
Date: 03rd September 2026

Dear Mr Davis

Site location: Maple House, Nos 8-16 (even) & 30-32 High Street and nos 1-7 Princes Parade, Potters Bar, EN6 5BA

Planning Reference:

Partial demolition of existing buildings (with retention of existing two-storey car park and substation) and redevelopment of the site to provide a mixed-use development comprising residential apartments (class C3) and flexible commercial floorspace (class E) across 4 blocks and associated internal roads, parking, drainage, landscaping, amenity space and associated work.

Reference: S62A/2026/0159

Decision

Notice is given under article 18 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 that the Hertfordshire County Council as Highway Authority does not wish to restrict the grant of permission subject to the following conditions:

Background

The applicant requested pre application advice which was provided in the form of a written response along with two follow up meetings which were held in September 2025 and February 2026.

- The overall principle of the development including the access strategy was agreed upon.
- We supported the approach that scheme was largely dependent upon sustainable travel modes with low levels of parking being considered.
- We requested that consideration was given to maintaining adequate space along the site frontage of Mutton Lane and the High Street to allow for the improvements in line with proposed Hertsmere Local Cycling and Walking Infrastructure Plan (LCWIP).
- It was agreed that wider junction modelling was not required with the reduction in parking.

Development Access

Limits of Adoption

During the pre-application discussions we requested that consideration was given to maintaining adequate space along the site frontage of Mutton Lane and the High Street to allow for the improvements in line with proposed Hertsmere Local Cycling and Walking Infrastructure Plan (LCWIP). The supporting documentation shows that the building line has been set back to provide this additional width.

Planning Obligation

To support the LCWIP proposals along Mutton Lane and the High Street there will be a requirement for the land to be dedicated as public highway. Extents to be agreed during the Section 278 approval process.

Internal Site Layout

Chapter 4 of the Transport Assessment sets out the details of the internal site layout. This includes details around the servicing strategy. We recommend that a planning condition is included in relation to parking, delivery, servicing & emergency vehicle access so we can have a clear understanding of how the site will be managed.

Planning Condition

No development shall commence until a Parking, Delivery, Servicing & Emergency Vehicle Management Plan has been submitted to and approved in writing by the Local Planning Authority, in consultation with the Highway Authority, to demonstrate that on-site parking provision (including drop-off parking) are in accordance with agreed standards, and to illustrate how vehicle and cycle parking, servicing, deliveries, and emergency vehicle access associated with the development will be operated and managed. The Plan must be implemented and adhered to in full thereafter.

Reason: To ensure all vehicles accessing and using the site do so safely and conveniently, causing no conflict with other vehicles or site users.

Construction Traffic Management Plan

With the site being located within the town centre we would request that a CTMP planning condition be included.

Prior to the commencement of the development for which full planning permission is granted, a detailed Construction Traffic Management Plan relating shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the construction of the development for which full planning permission has been granted shall only be carried out in accordance with the approved CTMP unless otherwise agreed in writing by the local planning authority. The plan shall be prepared in accordance with the Construction Logistics and Community Safety (CLOCS) Standard.

Pursuant to the above, prior to the commencement of any Parcel/Phase or Sub-Phase, a detailed Construction Traffic Management Plan (CTMP) for that Parcel/Phase or Sub-Phase, shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the construction of any Parcel/Phase or Sub-Phase shall only be carried out in accordance with the approved CTMP for that Parcel/Phase or Sub-Phase unless otherwise agreed in writing by the local planning authority.

The plan shall include the following:

- i. The construction programme;
 - ii. Clear access strategy for construction vehicles that avoids conflicts with pedestrians, cyclists, public transport and existing and future residents;
 - iii. Hours of operation;
 - iv. Phasing of the development of the site, including all highway works;
 - v. Construction vehicle numbers, type, routing;
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- vi. Traffic management requirements;
- vii. Cleaning of site entrances, site tracks and the adjacent public highway;
- viii. Provision of sufficient on-site parking prior to commencement of construction activities;
- ix. Details of any highway works necessary to enable construction to take place, including temporary access works;
- x. Details of any works to or affecting Public Rights of Way within and in the vicinity of the site. These shall demonstrate how safe and unobstructed access will be maintained at all times or be temporarily closed or extinguished.
- xi. Details of servicing and delivery, including details of site access, compound, welfare facilities, hoarding, construction related parking, loading, unloading, turning areas and materials storage areas;
- xii. Where works cannot be wholly contained 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 and proposed traffic management;
- xiii. Management of construction traffic and deliveries to reduce congestion and avoid school pick up/drop off times, including numbers, type and routing;
- xiv. Control of dust and dirt on the public highway, including details of wheel washing facilities and cleaning of site entrance adjacent to the public highway;
- xv. Details of public contact arrangements and complaint management;
- xvi. Construction waste management proposals;
- xvii. Mechanisms to deal with environmental impacts such as noise and vibration, air quality and dust, light and odour;
- xviii. Post construction restoration/reinstatement of the working areas and temporary access to the public highway; and
- xix. Measures to be implemented to ensure wayfinding for both occupiers of the site and or those travelling through it.

Reason:

In order to protect highway safety and the amenity of other users of the public highway and rights of way in accordance with Policies 5, 12, 17 and 22 of Hertfordshire's Local Transport Plan 4 (adopted 2018).

Monitoring

Prior to commencement of any development the submission and agreement of a mechanism of continual review of the transport impacts of the development to include (but not be restricted to) the installation of traffic counters upon each access, travel plan monitoring and regular dialogue between Developer, Local Planning Authority and Highway Authority. The findings of this work shall be shared between all interested parties with a view to remedying any problems arising directly from the construction or occupation of the development.

Reason:

To ensure that sustainable travel options associated with the development are promoted and maximised to be in accordance with Policies 3, 5, 7, 8, 9 and 10 of Hertfordshire's Local Transport Plan (adopted 2018).

Residential Travel Plan

At least 3 months prior to the first occupation of the development, a detailed Full Travel Plan, based upon the Hertfordshire Council document 'Hertfordshire's Travel Plan Guidance', shall be submitted and

approved in writing by the Local Planning Authority in consultation with the Highway Authority. The approved Travel Plan shall be implemented at all times.

Reason:

To ensure that sustainable travel options associated with the development are promoted and maximised to be in accordance with Policies 3, 5, 7, 8, 9 and 10 of Hertfordshire's Local Transport Plan (adopted 2018).

HIGHWAY INFORMATIVES:

Hertfordshire County Council (HCC) as the Highway Authority recommends inclusion of the following Advisory Note (AN) to ensure that any works within the highway are carried out in accordance with the provisions of the Highway Act 1980.

AN1) Storage of materials: The applicant is advised that the storage of materials associated with the construction of this development should be provided within the site on land which is not public highway, and the use of such areas must not interfere with the public highway. If this is not possible, authorisation should be sought from the Highway Authority before construction works commence. Further information is available via the website: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx>

AN2) 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: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx>

AN3) Road Deposits: It is an offence under section 148 of the Highways Act 1980 to deposit mud or other debris on the public highway, and 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 are in a condition such as not to emit dust or deposit mud, slurry or other debris on the highway. 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>

AN4) S106 Agreement. A Section 106 agreement will be required for the following:

- i. Approved Travel Plan(s), with individual monitoring fees, in accordance with the current HCC Travel Plan Guidance for Business and Residential Development;
- ii. Sustainable Travel Voucher;
- iii. LCWIP Improvements contribution

The above contributions will come under the auspices of the Planning Obligations Guidance Toolkit for Hertfordshire (2021) for schemes in the local area that accord with the three CIL tests.

AN5) Construction standards for works within the highway: 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 Sections 38 and 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/business-and-developer-information/development-management/highways-development-management.aspx>

AN6) 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 Creating a cleaner, greener, healthier Hertfordshire

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>

Transport Assessment – General Comments

Existing Transport Connections

Bus stops are located within 150m of the site, these provide services to a variety of destinations including Waltham Cross, St Albans, Chingford, Arnos Grove Station along with other local destinations. Potters Barr Railway is located approximately 1100m to the west of the development site it there are number of routes that lead to the station, the most desirable route is via The Walk as this overlooked by residential properties and lit.

Accident Data

The Transport Assessment has undertaken a review of accidents in the vicinity of the site, although no specific pattern of clusters can be identified. It is noted that one serious incident has occurred at the site frontage at Mutton Lane. This serious collision involved a 93-year-old pedestrian and a single HGV.

As noted earlier in our response the site access off Mutton Lane is not wide enough to cater for HGV movements as indicated by the swept path analysis in Appendix B of the Transport Assessment which supports our view that a widened access is required to support this development.

Proposed Development

He proposed development will include the partial demolition of existing buildings (with retention of existing two-storey car park and substation) and redevelopment of the site to provide a mixed-use development comprising residential apartments (Class C3) and 1,742sqm of flexible commercial floorspace (Class E) across 4 Blocks and associated internal roads, parking, drainage, landscaping, amenity space and associated works. The proposals will result in the creation of four residential blocks (A, B, D & E) located around central courtyards and ranging between 4 and 15 storeys in height.

The residential element will consist of the following:

Unit Type	Number of Units
Studio	14
1-bedroom	83
2-bedroom	150
3-bedroom	46
Development Total	293

Proposed Parking

Due to the central location of the site within Potters Bar, the proposed development will prioritise sustainable modes of travel over the use of the private car

Adopting the Parking Standards SPD (2014) would result in an overprovision of car parking at the site location which would encourage use of the private car, which would be in conflict with paragraph 117 of the NPPF and HCC's LTP4 Policy 1: Transport User Hierarchy. Therefore, the applicant has agreed through pre-application discussions with Hertsmere Brough Council that use of the Sustainable Transport & Parking Standards Draft Supplementary Planning Document (2022) is relevant for the proposed development.

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Furthermore, the site location falls within a Town and District Centre accessibility zone which is stated to warrant a level of maximum parking provision of between 0% and 40% (discount of 60-100%) against the required parking standards. As a result, it has been agreed with Hertsmere Borough Council that a maximum of 40% of the required parking provision will be sought for the proposed development.

Based on this agreed methodology, the proposed development will provide a total of 125 communal car parking spaces, including 8 blue badge spaces, 1 car club space, and 1 UKPN space. Of the 125 proposed car parking spaces, this includes 115 of which are located within the existing two-story car park which will be retained.

We supported this approach to the parking provision in our pre application discussions.

Cycle Provision

The development will provide a total of 569 long-stay and 59 short-stay cycle spaces to serve the residential component of the proposals. A further 14 long-stay and 15 short stay spaces will be provided to serve the commercial element of the proposals.

Highway Impact

It was agreed during pre-application discussions that there is no requirement to undertake a junction capacity assessment as the development was reducing its overall parking provision, and the development is forecast to have no material adverse impact on the safety or operation on the surrounding network and junctions.

Active Travel Proposals

As part of the Transport Assessment an active travel route audit was undertaken the initial score given 45% with the introduction of the internal layout which promotes walking and cycling through the site and the widening of the footways along the Hight Street the score increases to 63%. With the development promoting cycling and walking and reduced parking provision it would be expected that the audit would show an improvement to the overall rating.

Table 5 provides a summary of the ATE assessment a significant proportion of the measures listed would fall under the proposed LCWIP Improvements.

With this development relying on a sustainable transport strategy, and with Hertsmere LCWIP having gone through the consultation process and heading towards adoption. We would seek contributions to delivering additional measures which have been outlined in ATE assessment.

HBC/HCC's emerging LCWIP identifies The Walk (Potters Bar 9) as a route which is requires medium/large junction improvements and introduction of a shared use route and footway improvements. The route is clearly directly related to the proposal, and necessary, as it will support the car free nature of the major development of this site with the provision of a direct, high quality, active travel link to Potters Bar rail station. The estimated cost to deliver the scheme as listed in the LCWIP is £2,836,077.

Further discussion relating to this contribution is included in the planning obligation section of this response.

Travel Plan Review

The submitted travel plan has been reviewed by our officer refer to the comments below.

Thank you for submitting a travel plan, as part of the above application. For it to be deemed acceptable, please make the following alterations:

- While the submitted TP makes reference to the Class E commercial element of the development, the document should be updated to fully cover both the residential and commercial components of the development, including arrangements for future Class E occupiers, employee travel surveys

where applicable, inclusion of commercial staff within monitoring and target setting, and responsibilities for Travel Plan implementation within the commercial floorspace

- Provide details of an interim TPC
- Provide details of a secondary contact to the TPC – insert text to state that this will be done
- Provide statement of senior commitment from the developer, regarding the implementation of the TP
- State whether the TPC will be based on or off site
- State whether there is an intention to create a steering group
- State whether there is an intention for the TP to be handed over to a management company
- Mention Hertfordshire Health Walk under walking measures section
- Mention Bikeability cycle training under cycling measures section
- Mention liaison with the Intalink Partnership under public transport measures section
- Update baseline figures, following baseline surveys
- Agree targets with HCC, following baseline surveys
- In addition to questionnaire surveys, commit to multi modal travel counts, as per HCC TP Guidance 2020.
- Explicitly reference the £1,200 annual evaluation and support fee, to be secured by S106 agreement (see below)

Travel Plan

A Full Travel Plan will be required to be in place from first occupation until 5 years post full occupation. A £1,200 per annum index-linked RPI March 2014 Evaluation and Support Fee should be secured by section 106 agreement in accordance with Hertfordshire County Council's Travel Plan Guidance. This should incorporate measures to promote sustainable transport, an appointed travel plan co-ordinator and an appropriate monitoring programme.

Full guidance is available at: www.hertfordshire.gov.uk/travelplans or for more guidance contact: travelplans@hertfordshire.gov.uk

HCC strongly encourages all new business and residential developments to register with the Modeshift STARS travel plan accreditation platform, for which HCC holds a licence. To arrange onboarding, please contact: travelplans@hertfordshire.gov.uk

The current plan has not been approved.

We recommend a planning condition if this application is considered for approval.

Planning Obligations

As described by Hertfordshire County Council's Guide to Developer Contributions, HCC seek immediate and specific impacts of larger developments to be mitigated via S278 obligation or funded via CIL/S106 agreement in the conventional way to facilitate delivery and enhancement of the necessary active and sustainable transport. These local sustainable networks must be provided in their entirety to provide the sustainable connections to the key trip generators as supported by the NPPF.

Contribution per dwelling based on forecasted residential development proportion required to meet Active Travel funding gap (cost per dwelling): Indexed to March 2024 = £9,861. Therefore, as a guide, total cost of supporting active travel infrastructure will be in the region 277units (293 units minus 16 existing flats) x £9,861 = £2.73m.

The applicant lists various measures in Paragraph 4.44 which sets out further support that will be included to support the LCWIP's objectives by delivering clear, effective connections that promote active and sustainable travel choices for both future residents and the wider community. All of which can be theoretically subtracted from the total £2.73m figure, clarification of the process has been provided by the applicant which I have included as **Appendix 1**.

The residual figure listed is to be provided in order to deliver LCWIP schemes to encourage and support active travel measures serving the new occupants of the development.

Strand 1 contributions will be as follows:

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Provision of sustainable travel vouchers to the value of £50 per flat, £100 per house (index-linked to RPI from May 2014). Initial costing = £14,650

Travel Plan Evaluation Fees - Residential = £6,000

Total Value of Strand 1 Contributions = £20,650

As stated, the residual Stand 2 contribution once strand 1 is deducted is £2.71m. This figure is to be specifically allocated to delivering LCWIP scheme (The Walk enhancements) to support and encourage active travel measures serving the new occupants of the development and the overarching theme of delivering sustainable development.

Yours sincerely

Lee Smith
Senior Transport Technician
Growth and Environment | Hertfordshire County Council