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The Old Rectory Design & Access Statement

Project Number: 2306

Date: February 2023

Revision: P1 Planning

1. Introduction

1. Introduction

1.1 Executive Summary

This Design & Access Statement has been prepared for the current owners of The Old Rectory, Westmill, Hertfordshire SG9 9LL.

The document describes the existing property as well as the proposals for an extension and alterations for which planning permission is sought.



1. Introduction

1.1 Property Summary

The detached house is situated on a generous plot with a south west facing garden. The house has been extended and altered a number of times since the year 2000. The date the original house was built is unknown.

There is well established vegetation including some large trees around the perimeter of the property.

The closest neighbour is to the north (Holly House) where the end wall of each house is within a metre of the boundary.



1. Introduction

1.2 Property History

The photos to the right show the property before the extensions and reconfiguration work was done in the 2010s.

The taller windows at Ground Floor indicate that the internal floor level has been raised. The central window on the First Floor is in its original, higher position, aligned with the other windows. This as since been lowered to align with the landing on the stair.

The satellite imagery below shows the alterations to the wider site from 2000 to 2017.



2008



2009



2000



2010



2017

1. Introduction

1.2 Property History

The property sits outside the original village of Westmill on the road leading out of the village to the south (see 1878 map). The village can be seen to have expanded to the south in the 1923 map which shows dwellings in the approximate location of The Old Rectory.



1878



1923

1. Introduction

1.3 Planning & Conservation

The property is within the Westmill Conservation Area, albeit not in the heart of the village. The property does not appear to be designated as an 'Important Building' within the Westmill Conservation Area Appraisal And Management Plan.



WESTMILL CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN
ADOPTED DECEMBER 2017



A combination of high quality buildings and small scale pasture land and many trees contribute to the distinctive and attractive qualities of Westmill's Conservation Area.

East Herts. District Council. Pegs Lane, Hertford, SG13 8EQ

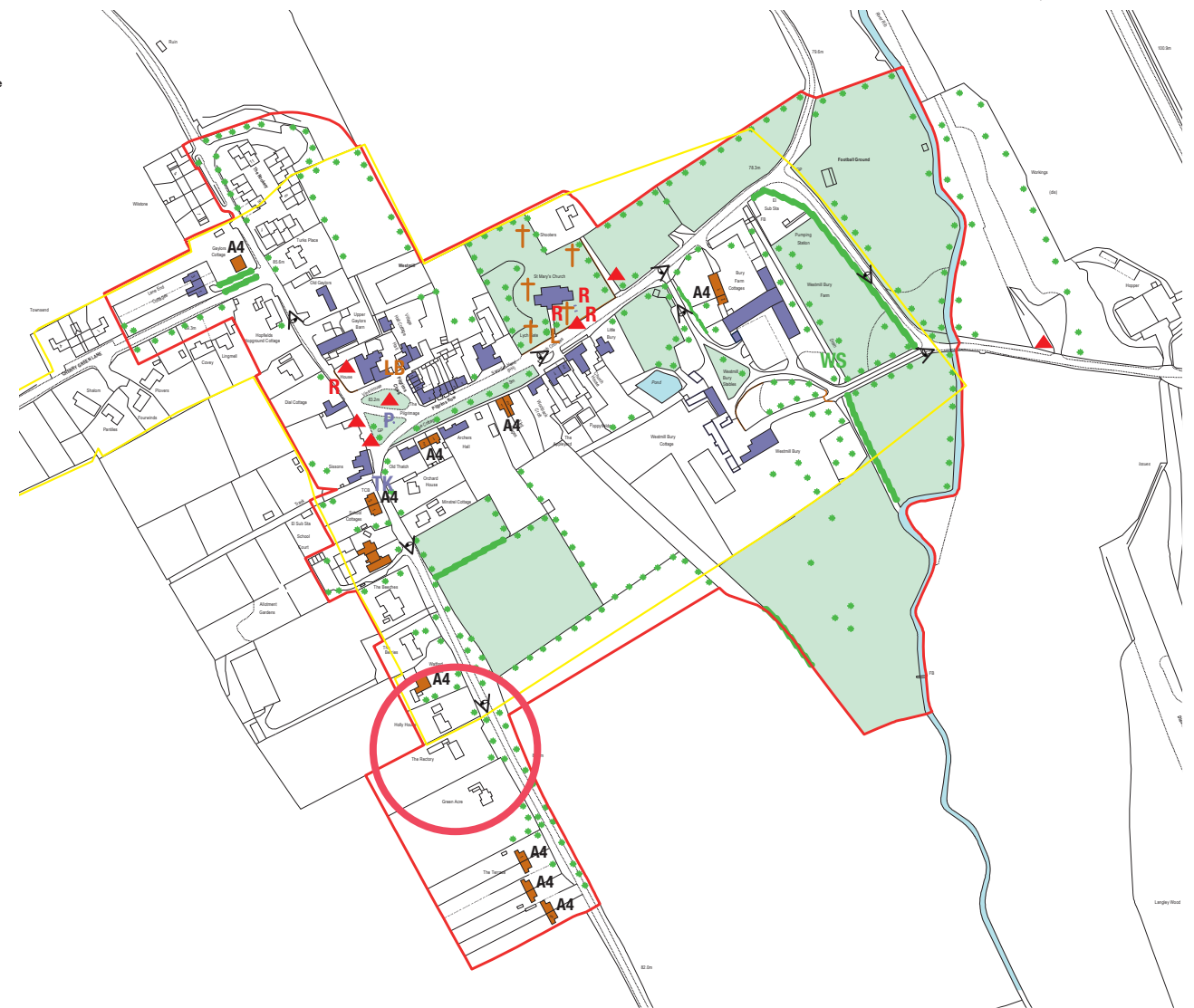
Westmill conservation area appraisal and management plan
Plan 2 adopted management plan

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Ordnance Survey 100018528

All 'saved' Local Plan Policies and Government planning policies set out in the 'National Planning Policy Framework' (NPP) currently apply as appropriate.

A new District Plan (DP) is being prepared that when adopted will contain the relevant DP planning policies.

- Revised conservation area boundary: local policies BH5-BH6 particularly apply
- Areas of Archaeological significance: Local policies BH1 - BH3 particularly apply
- Individually listed buildings/structures: NPP policies apply
- Other individual listed features: NPP policies apply
- † Tombstones
- P Pump
- TK Telephone Kiosk
- R Listed buildings 'at risk' or other curtilages listed buildings/structures in need of repair/refurbishment
- Important buildings in the curtilages of Listed buildings: NPP policies apply
- Unlisted buildings to be protected from demolition
- Other distinctive features to be protected from demolition within parameters of existing legislation: (includes features within the curtilage of listed buildings and walls/railings above the specified heights)
- Walls
- † Tombstones
- LB Wall mounted Letter Box
- L Lych Gate
- A4 Selected features on unlisted buildings where additional controls are proposed subject to further consideration and notification (by Article 4 Direction)
- Important open spaces to be protected
- Important water features to be protected
- * * * General location of important trees/hedgerows to be protected within parameters of legislation
- WS Wildlife site to be protected: Local policies Env14 and Env16 particular apply
- A Selected important views to be protected
- ▲ Proposed enhancements



1. Introduction

1.3 Planning & Conservation



The buildings in the village are mixed in materiality and form. Some recurring features noted within the village are;

- Red clay roof tiles on pitched roofs
- Flint with brick detailing
- Lime render with some patterning
- Roof eaves coming low to the ground/floor level
- Some thatch
- Some blackened timber cladding

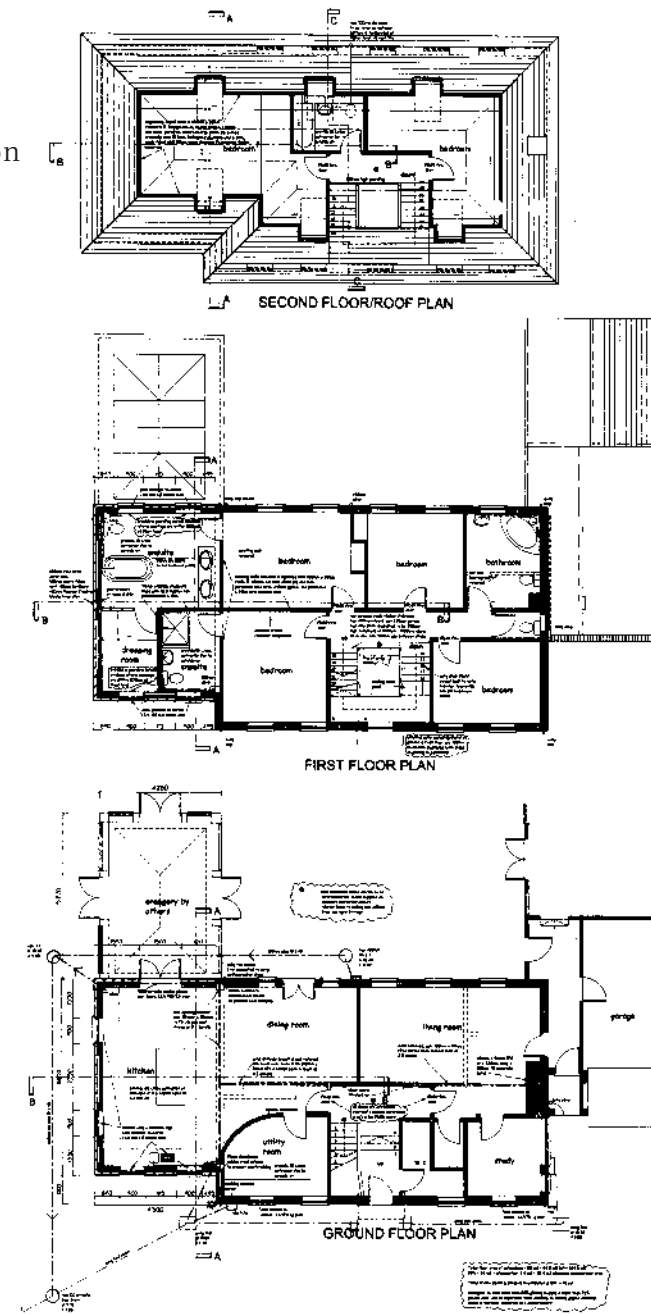


1. Introduction

1.3 Planning & Conservation

The information submitted for the planning applications (extensions) has been obtained.

Previous alterations included the single storey garage extension to the right hand side of the frontage and the double storey extension to the right hand side.



1. Introduction

1.3 Planning & Conservation

Impact on immediate neighbours needs to be considered as part of any proposals that are developed.

Holly House to the north is close to the boundary but has no windows on its flank wall. Green Acre, to the south sits further from the property and boundary.



————— Holly House ————— | ————— The Old Rectory —————



2. Existing Building Analysis

2. Existing Building Analysis

2.1 Ground Floor

The Ground Floor is arranged around the central axis of the front door. The floor level rises within the hallway which then feeds into the reception room to the right and the kitchen to the left.



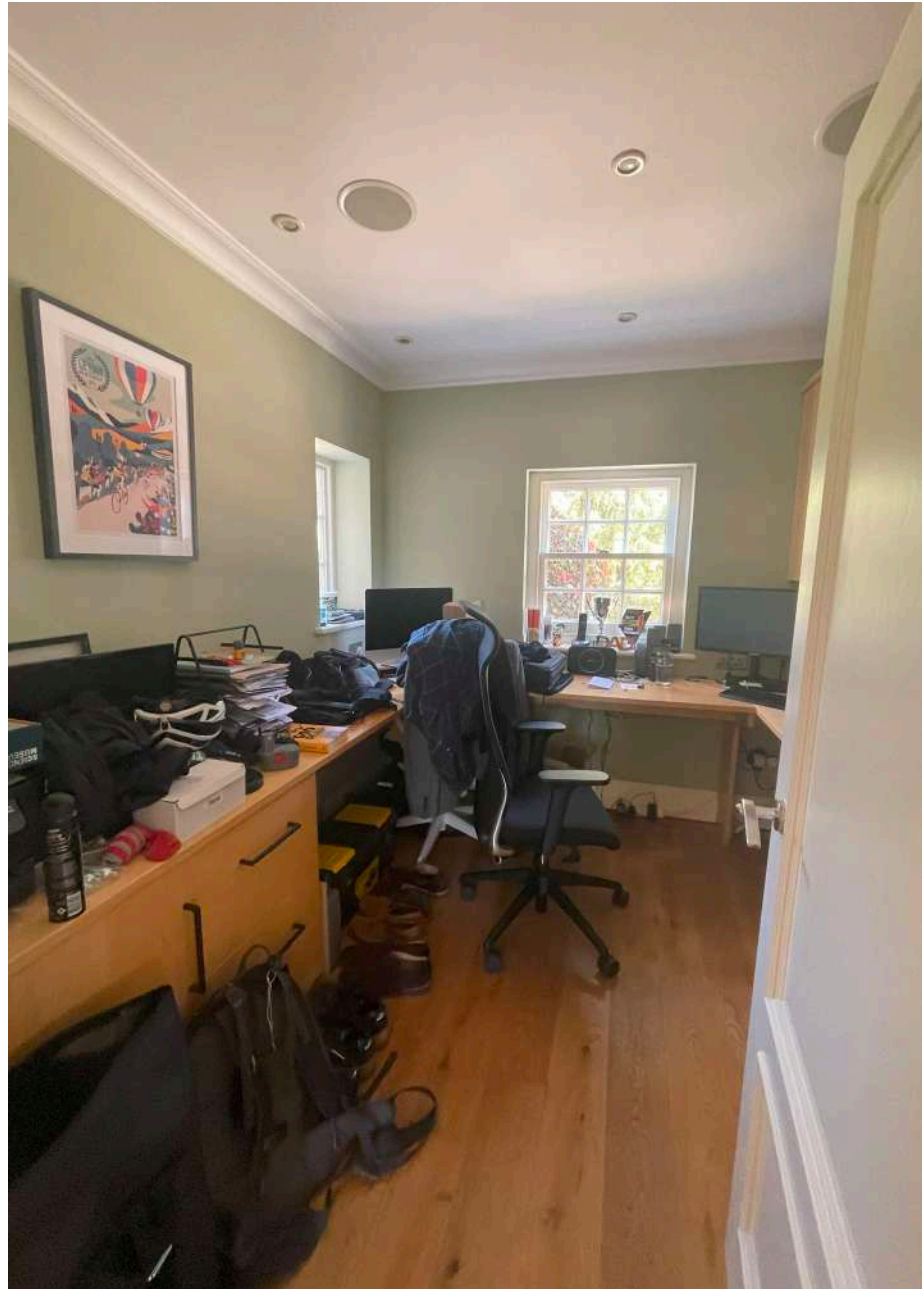
2. Existing Building Analysis

2.2 Ground Floor Photos - Garage



2. Existing Building Analysis

2.2 Ground Floor Photos - Office



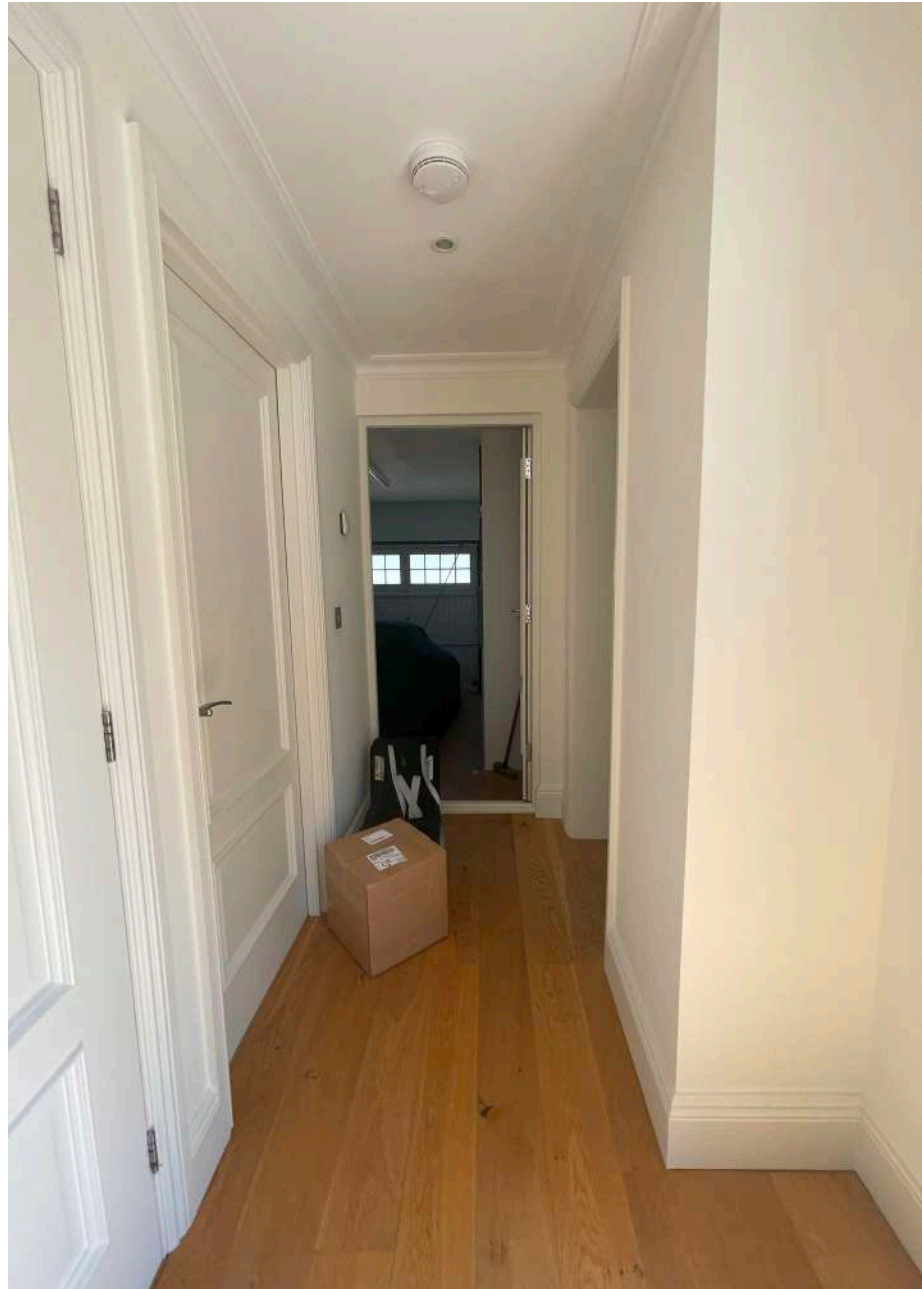
2. Existing Building Analysis

2.2 Ground Floor Photos - WC



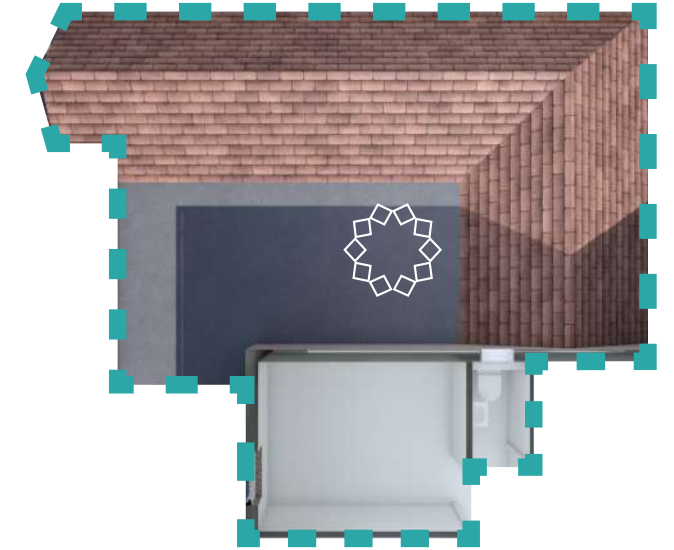
2. Existing Building Analysis

2.2 Ground Floor Photos - Circulation



2. Existing Building Analysis

2.3 First Floor Photos - Roof



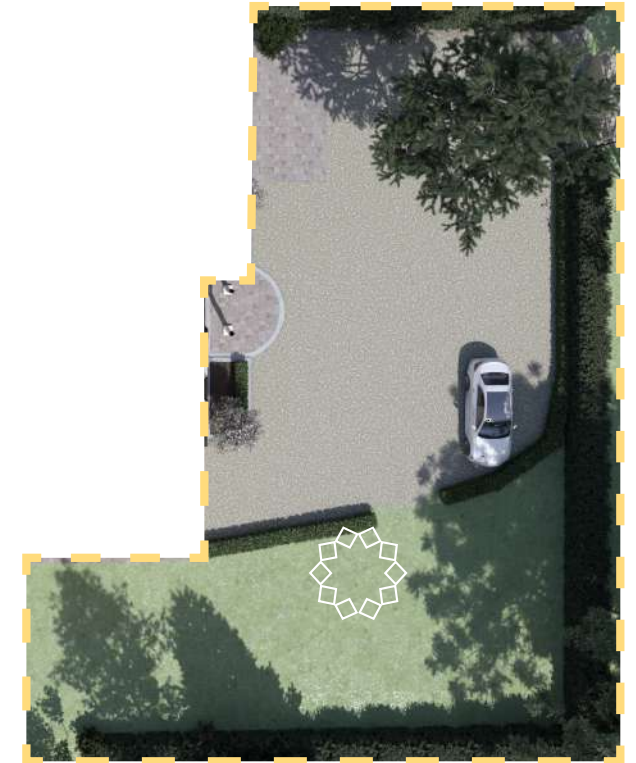
2. Existing Building Analysis

2.4 Driveway Photos



2. Existing Building Analysis

2.5 Front Garden Photos



2. Existing Building Analysis

2.6 Rear Garden Photos



3. Pre-app

3. Pre-app

3.1 Summary

A pre-app was submitted to obtain officers' views on a proposed double storey side extension where the existing garage sits as well as a standalone garage proposed forward of the building line. Both were proposed with traditional material but contemporary detailing.

The feedback was generally not positive however constructive advice was provided which formed the basis for the revised proposals set out in this application.

S/23/0145/PREAPP

*Robert Jones
Assistant Planning Officer*

Friday, 03 November 2023

In conclusion, based on the information submitted, it is considered that the garage and first floor extension would be contrary to policies HOU11, DES4, VILL2 and HA4. The size, mass, design, siting and materials of construction would be uncharacteristic of the main dwelling, surrounding area and Conservation Area.

There are no objections to the principle to development at the site, however you are advised to explore changes to reduce the size of the garage and alter its location as to reduce the structures harm on the openness of the area. It is possible that such amendments will not be successful in addressing the Council's concerns. You are also advised to make changes to the first floor extension to reduce its mass and impact on the openness of the area. The design and materials should reflect the character of the main dwelling and surrounding area which is traditional in form.

It is acknowledged that you are seeking to extend the property with a modern extension however this would not reflect the character of the surrounding area. Should you wish to pursue a modern extension, you may wish to consider a rear extension which would not be visible from the public realm, reducing the harm to the surrounding area and Conservation Area.

It is therefore advised that changes are made to the development should you wish to pursue a planning application, however, as set out above formal consultations with statutory consultees and the Council's Landscape Officer have not been undertaken and therefore further issues may come to light during the course of an application.



4. Proposals

4. Proposals

4.1 Summary

The response to the pre-app meant that, although *'in principle an extension and outbuilding are not considered to be unacceptable'*, a significant change in design approach was required.

It was advised that the garage;

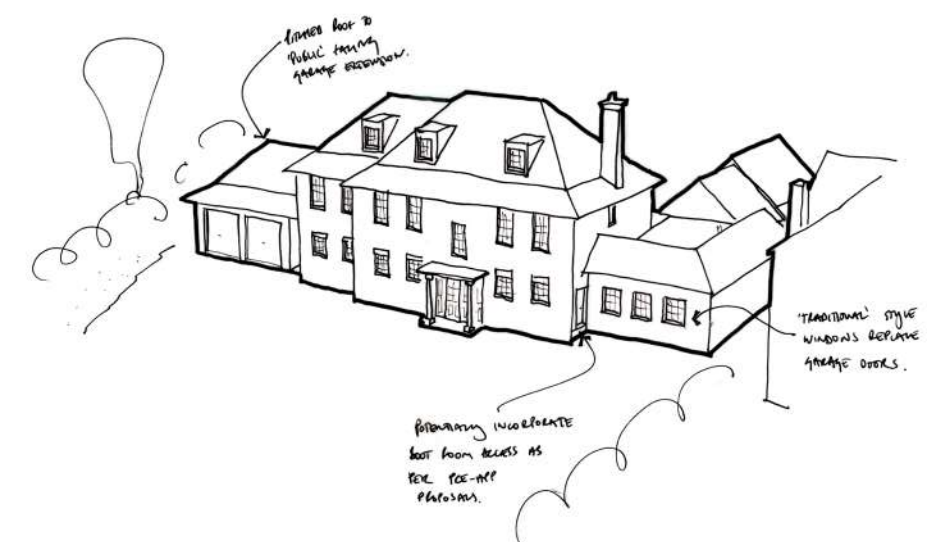
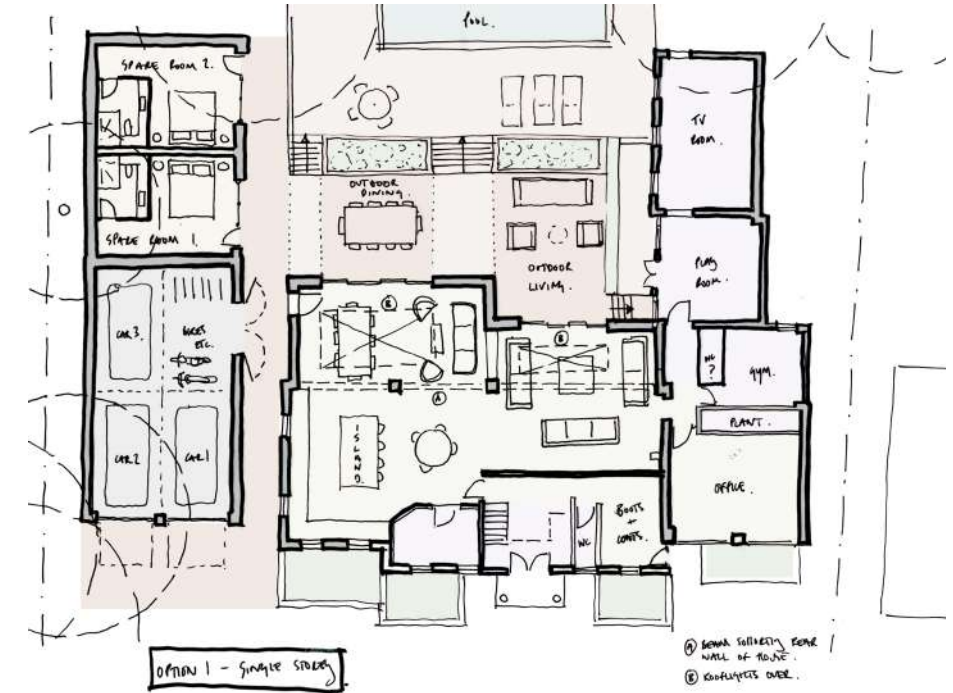
'use traditional materials and design for the garage that reflect the character of the main dwelling and semi-rural nature of the area. Furthermore, the mass of the garage should be reduced as to reduce the harm to the open nature of the area. The garage should be a double garage at a maximum and should be set away from the boundary hedge with the public realm.'

and that;

'Should you wish to pursue a modern extension, you may wish to consider a rear extension which would not be visible from the public realm, reducing the harm to the surrounding area and Conservation Area.'

The concept sketches were developed following the pre-app feedback in order to show the client a scheme which looked to deliver on their brief whilst responding to the pre-application feedback. The principles of these sketches are reflected in the planning proposals. These principles are;

- single storey extension only
- no extension/building forward of the existing front elevation
- traditional materials and detailing to proposed extensions/alterations on front elevation
- contemporary detailing and materiality at rear where not visible from surrounding conservation area.



4. Proposals

4.2 Ground Floor Plan - Existing

The proposed Ground Floor plan (overleaf) shows a number of trees removed as part of the proposals. An arboroculturalist has been consulted on this aspect of the scheme and their report is submitted separately as part of the application. Although typically, the removal of trees is not something we like to do as a rule, the analysis shows the trees that are proposed to be removed have little visual or other value. Please refer to the specialist report for more information.



4. Proposals

4.3 Ground Floor Plan - Proposed

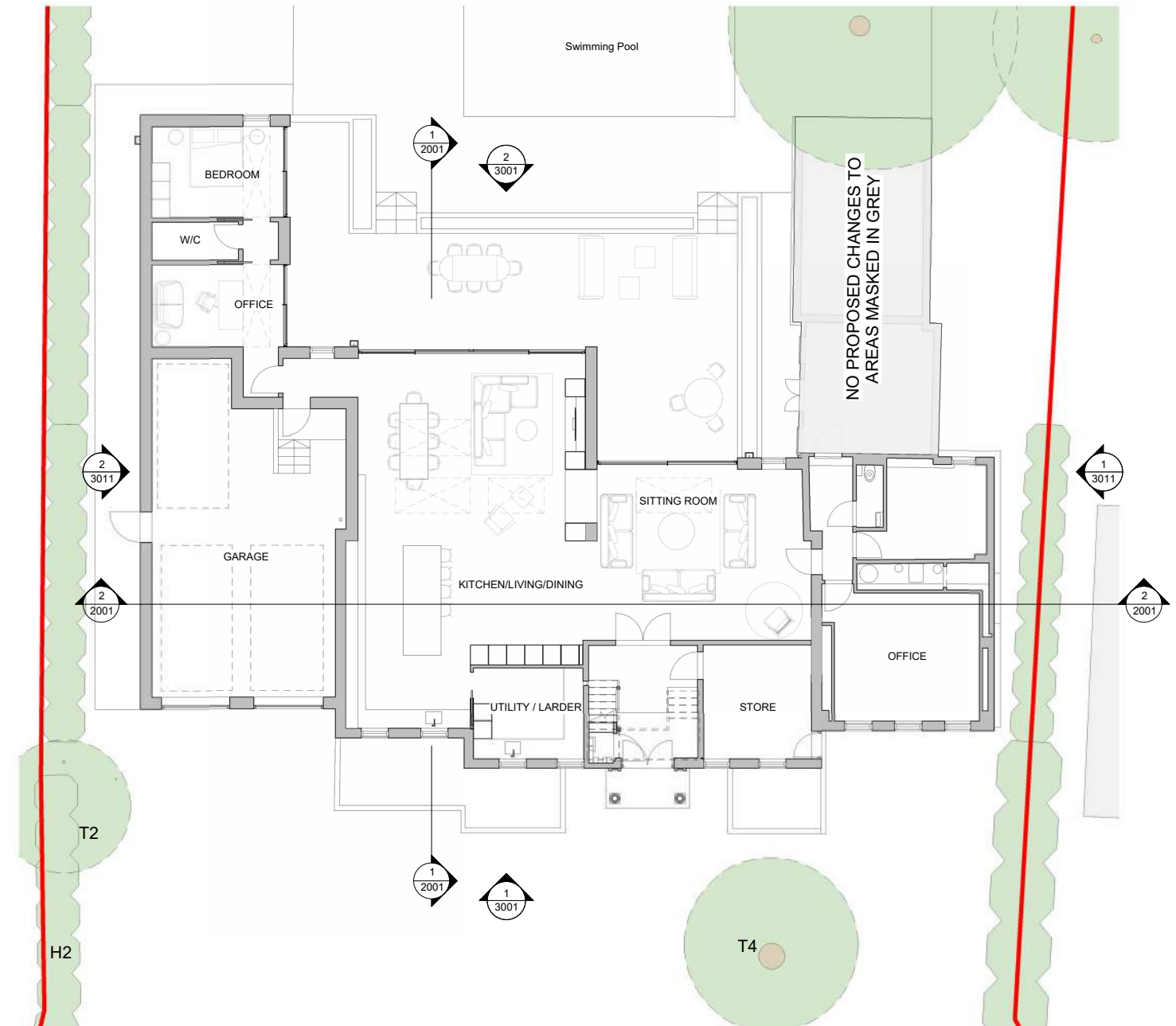
The Ground Floor of the property has the most significant alterations proposed with a single storey extension proposed to the side and rear.

The garage is moved from its current location (which is altered to become an office) to a new extension on the opposite side of the front elevation. This extension is designed to visually tie-in to the existing property when viewed from the front, with the use of matching materials and finishes.

At the rear of the existing house, the rooms are extended outward into the garden. This is to provide more usable proportions in the Living Room as well as providing a larger family room attached to the kitchen.

Behind the garage, the single storey extension continues to the rear to provide annex accommodation and a small home office. External access to the garden is via a pathway parallel to the boundary, with new planting alongside.

A discrete door is added to the right of the main entrance door to provide a secondary entrance into a boot room (formerly the office).



4. Proposals

4.4 First, Second & Roof Plans - Existing



4. Proposals

4.5 First, Second & Roof Plans - Proposed

Beyond the traditional pitched roof over the garage, a flat green roof is proposed to the rear extension. This is to provide some biodiversity enhancement as well as offering a softer view out of the first floor windows.



4. Proposals

4.6 Front (North East) Elevation - Existing



4. Proposals

4.7 Front (North East) Elevation - Proposed

The alterations to the publicly-visible frontage are all designed to tie-in to the style of the existing property. The existing extension on the right hand side (currently the garage) is enhanced by replacing the garage doors with windows to visually match those on the rest of the property.

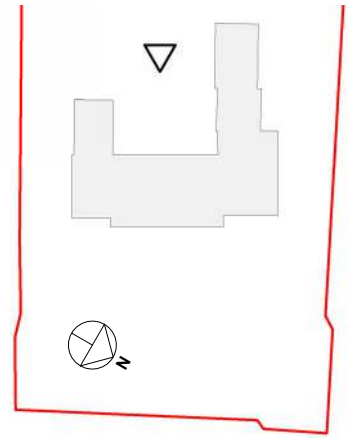
On the left hand, the visible portion of the proposed single storey extension has a pitched roof to match the form, proportions and finishes of the existing roofs. The walls are proposed as a matching red brick and the garage doors as painted timber.



- Planning Material Key:**
- E1 - Existing Brickwork
 - E2 - Existing Roof Tiles & Ridge Tiles
 - E3 - Existing Blackened Timber Cladding
 - E4 - Existing White Painted Timber Windows/Doors
 - E5 - Existing White Stone/Render Portico/Door Surround
 - E6 - Existing White Painted Garage Doors
 - E7 - Existing Conservatory
 - E8 - Existing Lead Dormer Window
 - E9 - Existing Drainage & Gutters
 - E10 - Existing Rooflight
 - P1 - New Brickwork to Match Existing
 - P2 - New Roof Tiles to Match Existing
 - P3 - New Light Coloured Brickwork
 - P4 - New Aluminium Coping
 - P5 - New Aluminium Windows/Doors
 - P6 - New White Painted Timber Windows/Doors to Match Existing
 - P7 - New Timber Pergola
 - P8 - New Green Roof
 - P9 - New Rooflights
 - P10 - New Hard Landscaping
 - P11 - New Planters
 - P12 - New Painted Timber Garage Doors

4. Proposals

4.8 Rear (South West) Elevation - Existing



Planning Material Key:

- E1 - Existing Brickwork
- E2 - Existing Roof Tiles & Ridge Tiles
- E3 - Existing Blackened Timber Cladding
- E4 - Existing White Painted Timber Windows/Doors
- E5 - Existing White Stone/Render Portico/Door Surround
- E6 - Existing White Painted Garage Doors
- E7 - Existing Conservatory
- E8 - Existing Lead Dormer Window
- E9 - Existing Drainage & Gutters
- E10 - Existing Rooflight

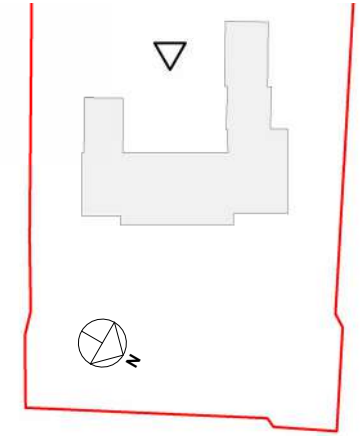
- P1 - New Brickwork to Match Existing
- P2 - New Roof Tiles to Match Existing
- P3 - New Light Coloured Brickwork
- P4 - New Aluminium Coping
- P5 - New Aluminium Windows/Doors
- P6 - New White Painted Timber Windows/Doors to Match Existing
- P7 - New Timber Pergola
- P8 - New Green Roof
- P9 - New Rooflights
- P10 - New Hard Landscaping
- P11 - New Planters
- P12 - New Painted Timber Garage Doors



4. Proposals

4.9 Rear (South West) Elevation - Proposed

To the rear, where the alterations are not publicly visible (so would have limited impact on the Conservation Area), it is proposed that the single storey extension is finished in a more contemporary manner to complement the existing house. A pale brick is proposed to deliberately contrast with the red brick of the existing house. Similarly, simple, clean windows and sliding doors contrast with the traditionally detailed house behind.



Planning Material Key:

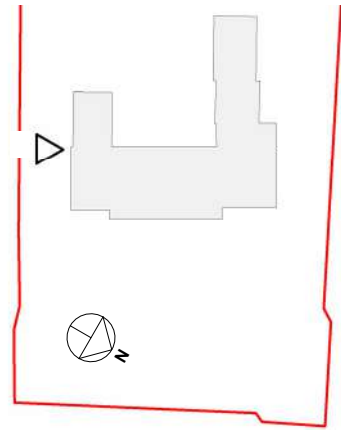
- E1 - Existing Brickwork
- E2 - Existing Roof Tiles & Ridge Tiles
- E3 - Existing Blackened Timber Cladding
- E4 - Existing White Painted Timber Windows/Doors
- E5 - Existing White Stone/Render Portico/Door Surround
- E6 - Existing White Painted Garage Doors
- E7 - Existing Conservatory
- E8 - Existing Lead Dormer Window
- E9 - Existing Drainage & Gutters
- E10 - Existing Rooflight

- P1 - New Brickwork to Match Existing
- P2 - New Roof Tiles to Match Existing
- P3 - New Light Coloured Brickwork
- P4 - New Aluminium Coping
- P5 - New Aluminium Windows/Doors
- P6 - New White Painted Timber Windows/Doors to Match Existing
- P7 - New Timber Pergola
- P8 - New Green Roof
- P9 - New Rooflights
- P10 - New Hard Landscaping
- P11 - New Planters
- P12 - New Painted Timber Garage Doors



4. Proposals

4.9 Side (South East) Elevation - Existing



Planning Material Key:

- E1 - Existing Brickwork
- E2 - Existing Roof Tiles & Ridge Tiles
- E3 - Existing Blackened Timber Cladding
- E4 - Existing White Painted Timber Windows/Doors
- E5 - Existing White Stone/Render Portico/Door Surround
- E6 - Existing White Painted Garage Doors
- E7 - Existing Conservatory
- E8 - Existing Lead Dormer Window
- E9 - Existing Drainage & Gutters
- E10 - Existing Rooflight

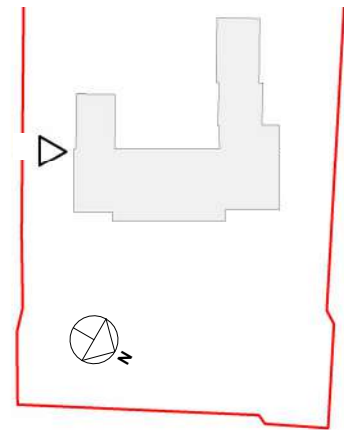
- P1 - New Brickwork to Match Existing
- P2 - New Roof Tiles to Match Existing
- P3 - New Light Coloured Brickwork
- P4 - New Aluminium Coping
- P5 - New Aluminium Windows/Doors
- P6 - New White Painted Timber Windows/Doors to Match Existing
- P7 - New Timber Pergola
- P8 - New Green Roof
- P9 - New Rooflights
- P10 - New Hard Landscaping
- P11 - New Planters
- P12 - New Painted Timber Garage Doors



4. Proposals

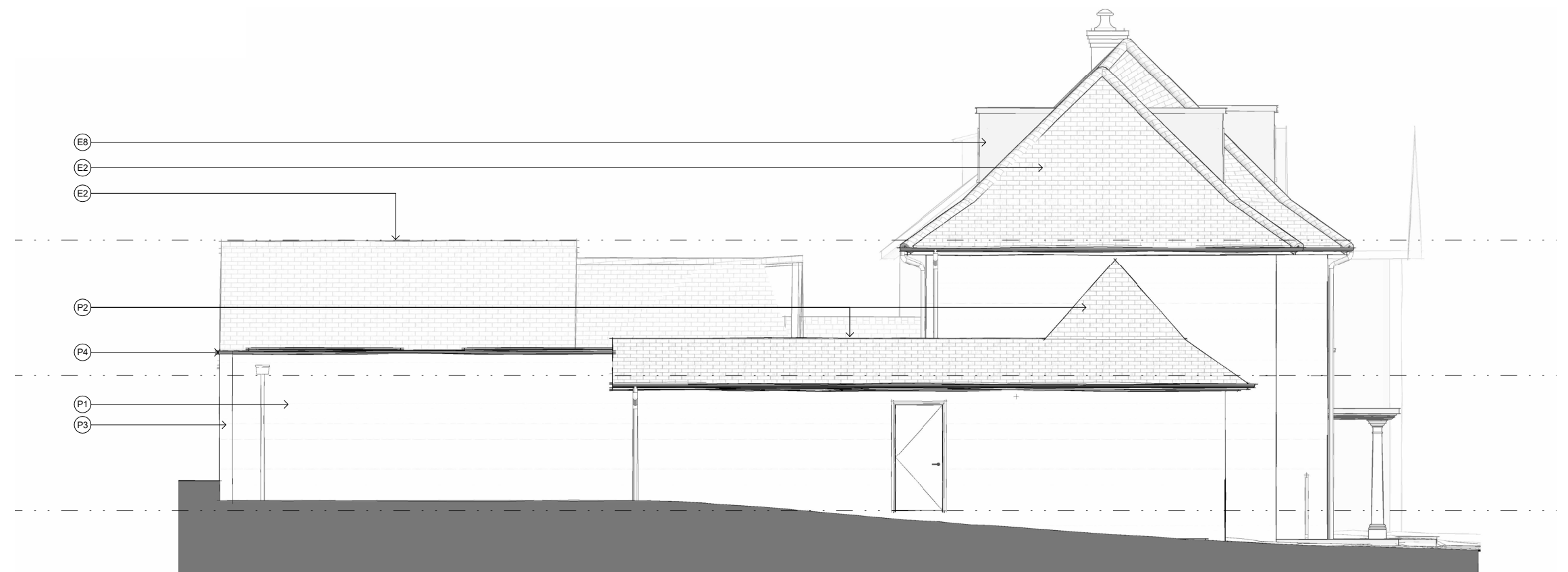
4.10 Side (South East) Elevation - Proposed

Where the proposed extension extends along the line of the boundary, the traditional form and materials are continued from the front elevation in order to maintain the traditional feel of the property from the publicly visible areas.



Planning Material Key:

- E1 - Existing Brickwork
- E2 - Existing Roof Tiles & Ridge Tiles
- E3 - Existing Blackened Timber Cladding
- E4 - Existing White Painted Timber Windows/Doors
- E5 - Existing White Stone/Render Portico/Door Surround
- E6 - Existing White Painted Garage Doors
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- P9 - New Rooflights
- P10 - New Hard Landscaping
- P11 - New Planters
- P12 - New Painted Timber Garage Doors



4. Proposals

4.11 Conclusions

The proposals for the extension and alteration to the property have been developed in response to the pre-application feedback received from planning officers. Portions of the scheme which are visible from the surroundings are sympathetically designed to tie-in to the traditional feel of the existing property. To the rear, the more contemporary extension provides the additional accommodation required by the homeowner.

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