



**Colin Haigh**  
**Head of Planning**

T Waller  
Andre House  
19 Salisbury Square  
Hatfield  
AL9 5BT

Reply To: address as below  
Ref: 6/2018/0438/PA  
Direct Tel: 01707357000  
Email: [planning@welhat.gov.uk](mailto:planning@welhat.gov.uk)

6 April 2018

Dear Mr Waller,

**Proposal:** Pre application advice for erection of three houses within the walled garden

**Location:** Northaw House Coopers Lane Northaw Potters Bar EN6 4NG

This enquiry is related to a number of previous proposals at the site for up to 24 houses, including flats within Northaw House. However, this enquiry relates only to part of the overall development for three of those houses which are within the walled garden.

The response in this letter does not focus on the principle of the development and only on the detailed design and appearance of the proposal and its impact to the heritage asset. Nevertheless, as you are aware from previous letters the principle of the proposal is inappropriate given its location within Green Belt. Additional harm would be caused to the openness, purpose and visual amenity of the Green Belt and the proposals are therefore contrary to planning policy. The pre-application enquiry does not address this issue and it should be reiterated that this is a fundamental issue that needs to be addressed within the submission of any future planning application. In the event that you do not put forward a case that officers consider would be very special circumstances to set aside the identified harm, any future application would be recommend for refusal. The letters dated 28 September 2016 and 16 December 2016 go into detail the principle of the proposal, which I advise you to look through. In particular the letter dated 16 December 2016 concludes that;

*'From the information provided I am uncertain if there is a case for the amount of development you are likely to propose and I am unable to given an officer's view if the principle of the proposal will be considered acceptable. This is a fundamental issue. I note from our meeting and your letter that you do not wish to use English Heritage's policy and this is entirely up to you and your client to decide. Nevertheless, to gain a recommendation for approval, the case that you will need to put forward needs to clearly show that the proposals put forward are a last resort and outline the case of other consideration which when considered together or individually have the ability to be able to set aside the Green Belt policy.'*

It is understood that the additional dwellings are required in order to facilitate the restoration of the listed building on site through 'enabling development'. A fundamental part of the information to demonstrate very special circumstances would include the financial information to demonstrate that the amount of development is the minimum necessary to secure the future of Northaw House. Whilst I am aware that a pre-application enquiry is being submitted concerning this that information has yet to be tested to ensure that this is the absolute minimum amount of development has yet to be formally submitted and the Council are unable to provide a view on this. As such as the scheme stands an objection would be raised to the principle of the proposal.

### Development within the Walled Garden

You have submitted this proposal as previous schemes have always raised an objection to the development within the walled garden and as previously discussed, it has been recognised that the proposal will cause direct harm to the heritage asset and harm to the setting of heritage assets. Your client has advised that this pre-application enquiry is concerned with the design and impact of the proposals to the heritage asset.

The amendments that have been made to these proposed buildings are a significant improvement on all previous design iterations and the principal of the axial arrangement with three dwellings is considered acceptable.

In terms of design a low maintenance sedum living roof should be added to the individual structures. This would aesthetically soften the structure in a manner which is in-keeping with the walled garden. The spaces to the rear of the buildings (between the proposed structure and the wall) would also need consideration in terms of security and maintenance (perhaps gated).

If you wish to pursue this proposal it would be expected that any future application would contain details about materials and importantly a scheme of repair to the existing garden wall. Please note that in the event of an approval a condition would be applied which would stipulate all repairs to the historic garden wall are undertaken prior to occupation of any new build houses.

Large amounts of soft landscaping are proposed within the walled garden, and any future application should submit a detailed landscaping scheme. I would advise that the types of landscaping proposed should reflect, to some degree, the species typically and historically found in walled gardens.

### Parking

With regard to parking, I note garages are proposed. However these do not fulfil the specified length and width requirements as set out in the Council's interim policy for Car Parking and Garage Sizes. This sets out that the minimum space a single garage should be in 6m x 3m. I would advise that the garages are increased in size to meet the Council's garage sizes to be able to count towards two parking spaces thereby reducing the amount of parking and hardstanding to the front of the dwellings, otherwise this could be argued that this would detract from the overall design and appearance of these properties within the walled garden.

### Archaeology

Given the age of Northaw House, it is possible that archaeological features may exist within its immediate surroundings and as a result of the development proposed it is likely that archaeological layers would be impacted, should archaeological features be present. Therefore, an archaeological investigation would be required and would be likely to comprise archaeological monitoring of intrusive groundworks related to the development such as ground reduction, foundation trenches, service trenches etc.

### Ecology

Herts Biological Records Centre have been consulted on this enquiry but as to date, no response has been received. Once received, this can be forward to you, however it is highly likely that reports in this regard will need to be submitted if an application is pursued.

### Environmental Impact Assessment

Whilst not mentioned in previous letters, I would suggest that an Environmental Impact Assessment screening request is made to the Local Planning Authority for this proposal, before a formal application is submitted to identify if an Environmental impact Assessment is required.

## Other Issues

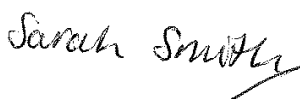
In addition to the above, the letter should be read in conjunction with previous letters which listed other issues/assessments that would be made concerning any scheme proposed. These would include but not limited to highways impact, landscaping, contaminated land, accessible homes, sustainable development, flood risk and drainage, ecology and protected species, waste and recycling and S106 contributions to mitigate the impact of the development on the locality. Details of these have been listed in previous letters and I would therefore advise that they are read in conjunction with this letter. However, I strongly advise you to consult with the Lead Local Flood Authority, Environment Agency and Hertfordshire Highways directly who provide their own formal pre-application service.

Overall there are still concerns with the scheme, in particular the principle of the development, together with alterations required to the development within the walled garden. Accordingly, as it stands, the proposal would be recommended for refusal.

Please note that I have not sought the views of all statutory consultees and there may be other issues which arise when a planning application is submitted and consultations are carried out. Before submitting a planning application we encourage early discussions with the neighbours. You may also find it helpful to discuss the proposals with the Town Council who will be consulted on the application during its consideration.

I trust this information is of assistance. However, it represents my personal professional opinion and is given without prejudice to the decision of the Local Planning Authority in respect of this enquiry or any future application which may be submitted.

Yours sincerely,



Sarah Smith

**Principal Development Management Officer**

### **Useful Information:**

Building Futures website - <http://www.hertslink.org/buildingfutures/>

Statement of Community Involvement - <http://www.welhat.gov.uk/index.aspx?articleid=459>

Planning Application Forms - <http://www.welhat.gov.uk/planningapplication>

Hertfordshire County Council, Transport Programmes and Strategy - <http://www.hertfordshire.gov.uk/services/envplan/plan/planningapps/preapplicationadvice/>

Planning obligations guidance – toolkit for Hertfordshire. Hertfordshire County Council's requirements (January 2008) - <http://www.hertsdirect.org/infobase/docs/pdfstore/planobsjan8.pdf>

WHBC Supplementary Planning Guidance including 'Planning Obligations', 'Design Guidance' and 'Parking Standards' - [www.welhat.gov.uk/index.aspx?articleid=467](http://www.welhat.gov.uk/index.aspx?articleid=467)

Sustainable Drainage Systems - [www.hertsdirect.org/services/envplan/floodwatermgt/sab/](http://www.hertsdirect.org/services/envplan/floodwatermgt/sab/)



Welwyn Hatfield Borough Council Validation Requirements for Planning Applications

## Section 1: National Requirements

Note: one copy only for **all** applications whether submitted electronically or on paper

### 1a. Application Form

Required for all applications, with the exception of prior approvals, discharge of conditions, works to trees

Guidance on how to fill out these forms can be found at the Planning Portal web site:  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### 1b. Site Location Plan

Required for all applications, except non material amendments and discharge of conditions when it clear from the application which development the proposal relates to

A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point. In exceptional circumstances plans of other scales may also be required. The site should be outlined in red and any other land owned by the applicant in blue. It should include land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, car parking and open areas around buildings).

Applications which have been submitted with unlicensed Ordnance Survey mapping will be accepted, but a request will be made to the agent/applicant for an appropriate plan to be provided. .

Site location (1:1250 and 1:2500) and block plans (1:500) may be obtained from the Planning Portal <http://www.planningportal.gov.uk/planning/applications/plans> or from Land Registry by calling 0844 8921111.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Planning Practice Guidance – [www.planningguidance.planningportal.gov.uk/](http://www.planningguidance.planningportal.gov.uk/)

### 1c. Site Plan/Block Plan

Required for all applications, except non material amendments and discharge of conditions when it clear from the application which development the proposal relates to

The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of North; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries or and include a bar scale, drawn both horizontally and vertically.

The following may be required, unless these would **not** influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site, and those on adjacent
- The extent and type of any hard surfacing

- Boundary treatment including walls or fencing where this is proposed

Policy Driver and where to get more advice:

- Planning Practice Guidance – [www.planningguidance.planningportal.gov.uk/](http://www.planningguidance.planningportal.gov.uk/)

### 1d. Ownership Certificate (A,B,C or D as applicable)

Required for all applications except for approval of reserved matters, discharge or variation of conditions, tree works, prior approval, lawful development certificates and express consent to display an advertisement must include the appropriate certificate of ownership

If part of your proposal overhangs or forms a party wall on your neighbours land you are required to submit certificate B and serve notice on the landowner. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Planning Practice Guidance – [www.planningguidance.planningportal.gov.uk/](http://www.planningguidance.planningportal.gov.uk/)

Guidance on how to fill out these forms can be found at the Planning Portal web site:

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### 1e. Appropriate Fee

Required for all applications (exemptions)

Most applications attract a fee, set by Central Government. Your application must be accompanied by the correct fee; it will not be considered valid if a fee is not submitted with the forms and plans. Please refer to the planning portal website for details: [www.planningportal.gov.uk/pins/FeeCalculatorStandalone](http://www.planningportal.gov.uk/pins/FeeCalculatorStandalone)

Please make any cheques payable to 'Welwyn Hatfield Borough Council' and ensure the site address is written on the back of the cheque, or alternatively payment may be accepted by credit or debit card or through the Planning Portal when the application is submitted electronically.

There are exemptions when no fee is required, such as, applications to provide access or facilities for disabled persons; or the re-submission of applications received within a year of the decision date, or withdrawal date, where the applicant has not previously benefited from a free go for that site. The proposal description needs to be similar in nature to the previous application.

If you wish to clarify the fee please contact Development Management before submitting your application.

### 1f. Design and Access Statement

Required for all major developments and applications within conservation areas which comprise:

- Provision of one or more dwellinghouse
- Building or buildings where the floorspace to be created is 100m<sup>2</sup> or more

These are required to explain the design concepts and principles which have informed the proposed development, and to demonstrate how context has informed their scheme. An explanation of the approach taken to access and how any consultation on access issues has been taken into account is to be stated.

Policy Driver and where to get more advice:

## 1g. Personal and Sensitive Information

Requested for all application types

It is requested that any personal or sensitive information is removed / redacted from applications/reports etc. prior to their submission. Such information includes signatures, personal phone numbers, personal email addresses and photographs containing images of children and vulnerable adults and vehicle registration numbers.

Applications will not be invalidated if they have such information, however it might lead to a slight delay in its registration.

## 1h. Format of Submissions

Requested for those not submitted in full through the Planning Portal

It is requested, when an application and associated plans and documents are not submitted through the Planning Portal that the application should be submitted in the form of 1 hard copy of all plans and documents and 1 electronic copy on CD. Information on the CD shall be divided into 3 folders of information/documentation as follows:

- A. Application form, covering letter, design & access statement and planning statement
- B. All plans
- C. All other relevant documents
  - No bigger than 10Mb (applies to each and all documents/files),
  - No signatures on any document (or if they do have to be included only on one page). Initials are acceptable.
  - No vehicle registration plates and no children in the images. If either is included, they should be redacted.

## 1i. Do Not Scale

Requested for all applications with plans submitted

It is necessary to determine the size of developments proposed as part of planning applications. We are therefore unable to accept any drawing(s) with 'Do Not Scale' or similar on drawings and plans. Drawings and plans with such a disclaimer will not be accepted.

## 1j. Drawing Numbers

Requested for all applications with plans submitted

Any drawing submitted is required to have a drawing number on the plan. Plans without a drawing number will not be accepted. Please also consider drawing numbers when providing any revisions. The amended plan should always be identifiable with a new number. This is normally provided with an 'A' for the first amendment, 'B' for the second, 'C' for the third and so forth.

**Where information is submitted both in paper and on CD, please ensure that the information on both correspond with one another. Please ensure that files are not security locked. Please label each document with a clear description as to its contents.**



Welwyn Hatfield Borough Council, The Campus, Welwyn Garden City, Herts AL8 6AE  
DX30075, Welwyn Garden City 1

Tel: 01707 357000  
[www.welhat.gov.uk](http://www.welhat.gov.uk)





Welwyn Hatfield Borough Council, The Campus, Welwyn Garden City, Herts AL8 6AE  
DX30075, Welwyn Garden City 1

Tel: 01707 357000  
[www.welhat.gov.uk](http://www.welhat.gov.uk)

