



Apr 2025

219: 60 Howard Drive

Design and Access Statement (Rev A)

[Michael Collins Architect LLP](#)

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This statement, in accordance with the guidance, will:

- 1. Demonstrate how the proposals relate to the site context and the impacts upon it.
- 2. Explain the design principles and concepts and how they are applied to the proposals, including taking into account the local planning guidance and mitigating measures to minimise effects upon neighbouring amenity and heritage assets.

The content of this statement is proportionate to the scale, complexity and nature of the application. It will tell the story by explaining the design thinking behind the proposal and how issues relating to access have been addressed using images, plans and diagrams to supplement the text.

Note to be read in conjunction with the planning statement.

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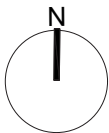
1.0 Summary

The following is a description of the proposals:

- Structural Alterations & Extension: A structural alteration is proposed on the side of the house, including a first-floor and roof extension, along with attic space refurbishment to provide additional living space/guest room.
- New Glazing & Balcony Spaces: New glazing openings are proposed on the side elevation to create a balcony at the first floor and a Juliet balcony at the attic level. Additional rooflights are planned on the extended pitched roof at the rear and on the existing flat roof at the ground floor to enhance natural daylight in the garage space.
- Facade Enhancements: The existing front concrete fishtail tiling will be replaced with either timber cladding or render.
- Renewable Energy Integration: A new air source heat pump (ASHP) will be installed to support a renewable energy system.
- Solar Panel Retention: The existing solar panels on the front side of the pitched roof will be retained.



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Ownership boundary indicative, refer to title deed



Key
Indicative site boundary - refer to title deed
Existing building footprints

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Note: to be read in conjunction with Structural Engineers Information, specification and drawings

All setting out dimensions to be checked on site by contractor and any discrepancies to be noted ASAP. Windows, steelwork, to be site sized.
All sundry work not shown to be undertaken in accordance with the British Standards.

Michael Collins Architect LLP

60 Howard Drive
Job No. 219 Location Plan
Stage: Stage 3
Status: Planning Application

001

REVISION: - Scale 1:1250@:A4

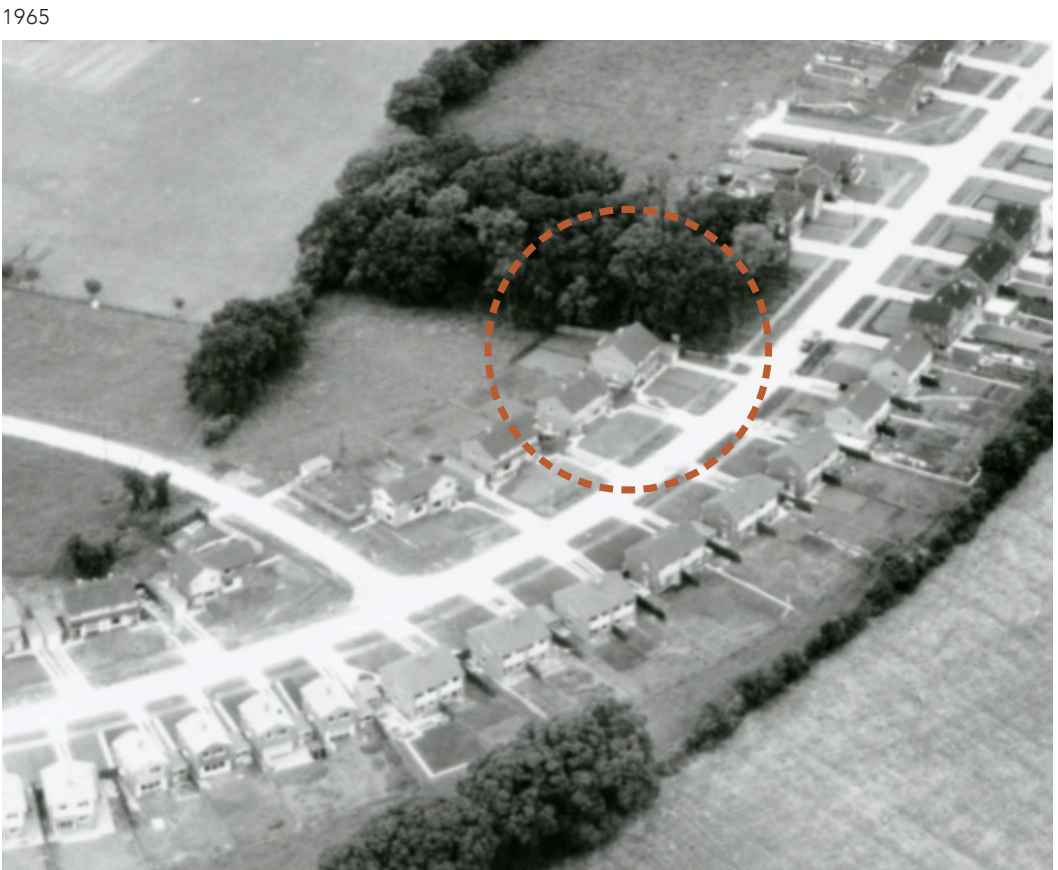
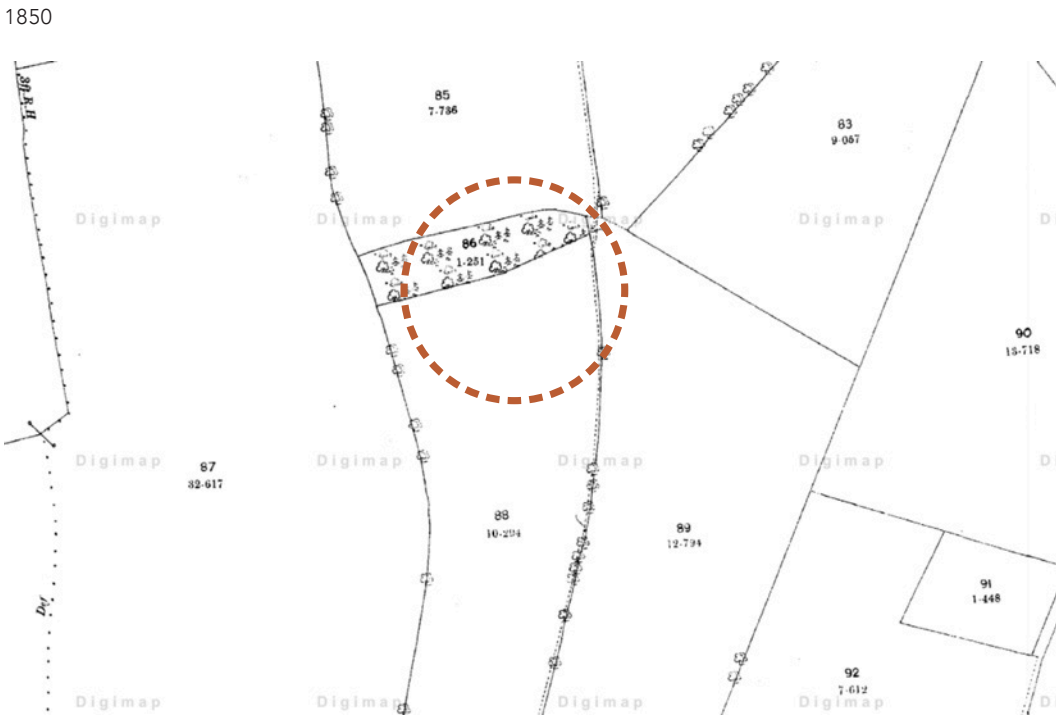
1.1 Building description and land use

The application site is located in the middle of Howard Drive, facing east, and adjacent to Howard Spinney Wood that now forms part of an electric substation.

Historical maps and photographs indicate that Howard Spinney dates back to before the 1850s. The property at 60 Howard Drive was built in the early 1960s as part of the larger Lordship Estate development.

Currently a private residence, the property has undergone alterations, including a side and rear extension at the ground floor and garage, which is not visible from the public street. The property retains much of its original character while benefiting from its proximity to the historic wooded area.

The house features characteristics of mid-century housing in the Letchworth Garden City area, including white-framed windows, rendered and brick facades with various tiling within the street, and brick side walls—features commonly used during this period, as documented on the following page.



Copyright: Garden City Collection, Aerial photograph of Howard Drive in 1965



1.1 Building description and land use - Front Facade and Streetscene

The house was built in the early 1960s as part of a larger housing development. The original character of this street varies widely in terms of front facades, featuring a mix of render and brick, along with different materials and colors in timber tiling and concrete tiling of various shapes. However these features are gradually fading out with modern developments in the neighborhood.

This property retains the original green fishtail concrete tiling, render, and a brick wall at the front. Solar panels were installed at a later stage, along with side and rear extensions, which were granted planning permission in 2004 (04/01430/1HH).



Howard Drive Streetscene - opposite of the application site



60 Howard Drive - Front elevation, front garden and access - view from Howard Drive



Streetscene of Howard Drive, Copyright - Google 2024 (Not to scale)

1.1 Building description and land use - Rear Facade and Rear Garden

The existing rear facade retains the original render and brick wall and rear and side extension was build in brick with white window frame.

1.2 The condition of the existing building externally

Front Elevation (East)

- The existing render wall is in good condition
- The existing brickwork is in good condition
- The existing fishtail tiling is in moderate condition and should be replaced with a similar material. Some of the tiles were naturally damaged and replaced with dark red/brown tiles as the original tiles are no longer readily available.
- The white PVC windows are in moderate condition and should be replaced to improve energy performance
- The garage can be accessed through the large sectional door at the front or via the side door.
- The existing roof is in good condition
- The rainwater goods and gutters are PVC and in working order

Rear Elevation (West)

- The existing render wall is in good condition
- The existing brickwork is in good condition
- The existing roof is in good condition
- The white PVC windows are in moderate condition and should be replaced to improve energy performance
- The existing chimney is currently not in use
- The existing glass roof is in good condition
- The rainwater goods and gutters are PVC and in working order

Side Elevation (North)

- The existing brickwork is good condition



Rear Elevation and Rear Garden



Rear Garden and Howard Spinney Wood over the boundary fence

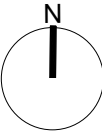




- Notes:
- a. Existing vehicle and pedestrian access
 - b. Existing garage
 - c. Existing entrance hall
 - d. Existing utility room
 - e. Existing living space
 - f. Existing kitchen
 - g. Existing dining space
 - h. Existing staircase
 - i. Existing bedroom
 - j. Existing bathroom
 - k. Existing wc
 - l. Existing front garden
 - m. Existing rear garden
 - n. Existing garden shed
 - o. Existing canopy above
 - p. Existing side access

Howard Drive

Indicative site boundary - refer to title deed



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Note: to be read in conjunction with Structural Engineers
Information, specification and drawings

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contractor and any discrepancies to be noted ASAP.
Windows, steelwork, to be site sized.

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Michael Collins Architect LLP

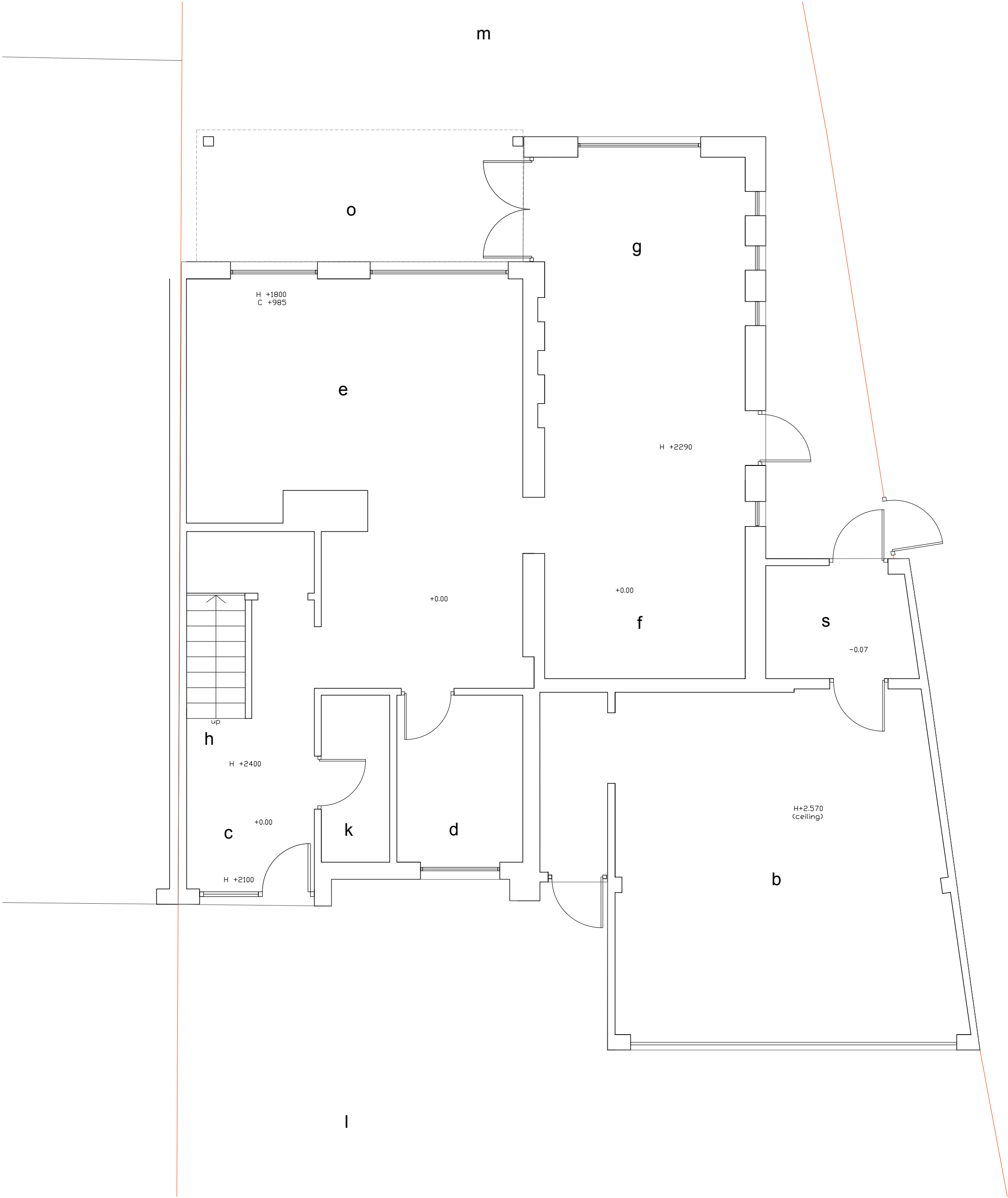
60 Howard Drive

Job No. 219 Site and Ground Floor
Plan as Existing

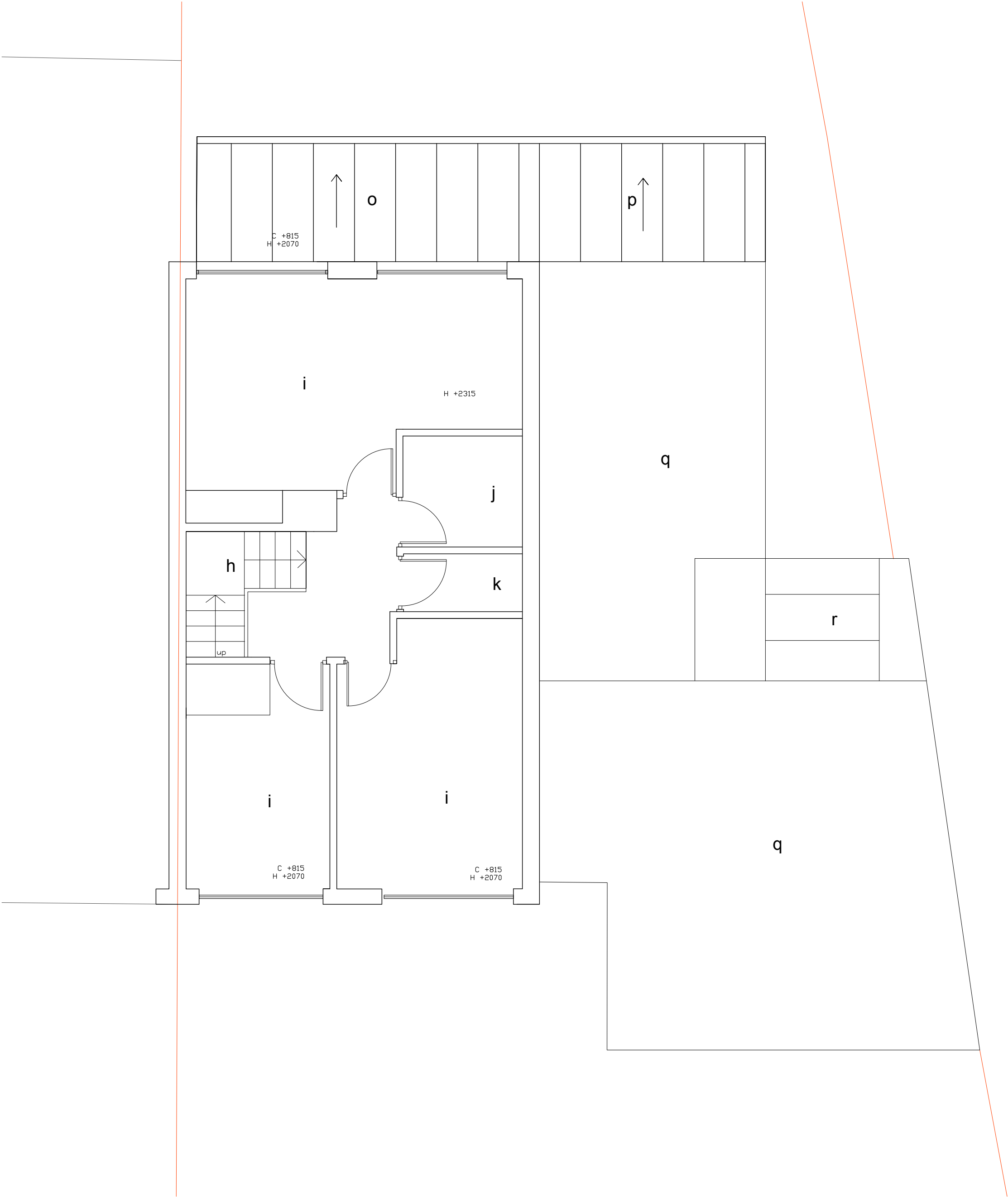
Stage: Stage 3
Status: Planning Application

002

REVISION: Scale
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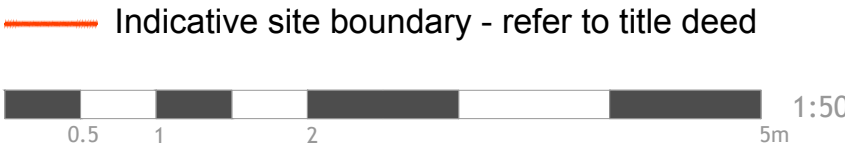
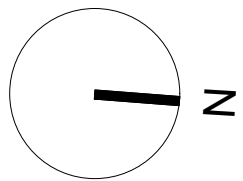


Ground Floor Plan as Existing



First Floor Plan as Existing

- Notes:
- a. Existing vehicle and pedestrian access
 - b. Existing garage
 - c. Existing entrance hall
 - d. Existing utility room
 - e. Existing living space
 - f. Existing kitchen
 - g. Existing dining space
 - h. Existing staircase
 - i. Existing bedroom
 - j. Existing bathroom
 - k. Existing wc
 - l. Existing front garden
 - m. Existing rear garden
 - n. Existing garden shed
 - o. Existing canopy
 - p. Existing pitched roof
 - q. Existing flat roof
 - r. Existing rooflight
 - s. Existing storage room



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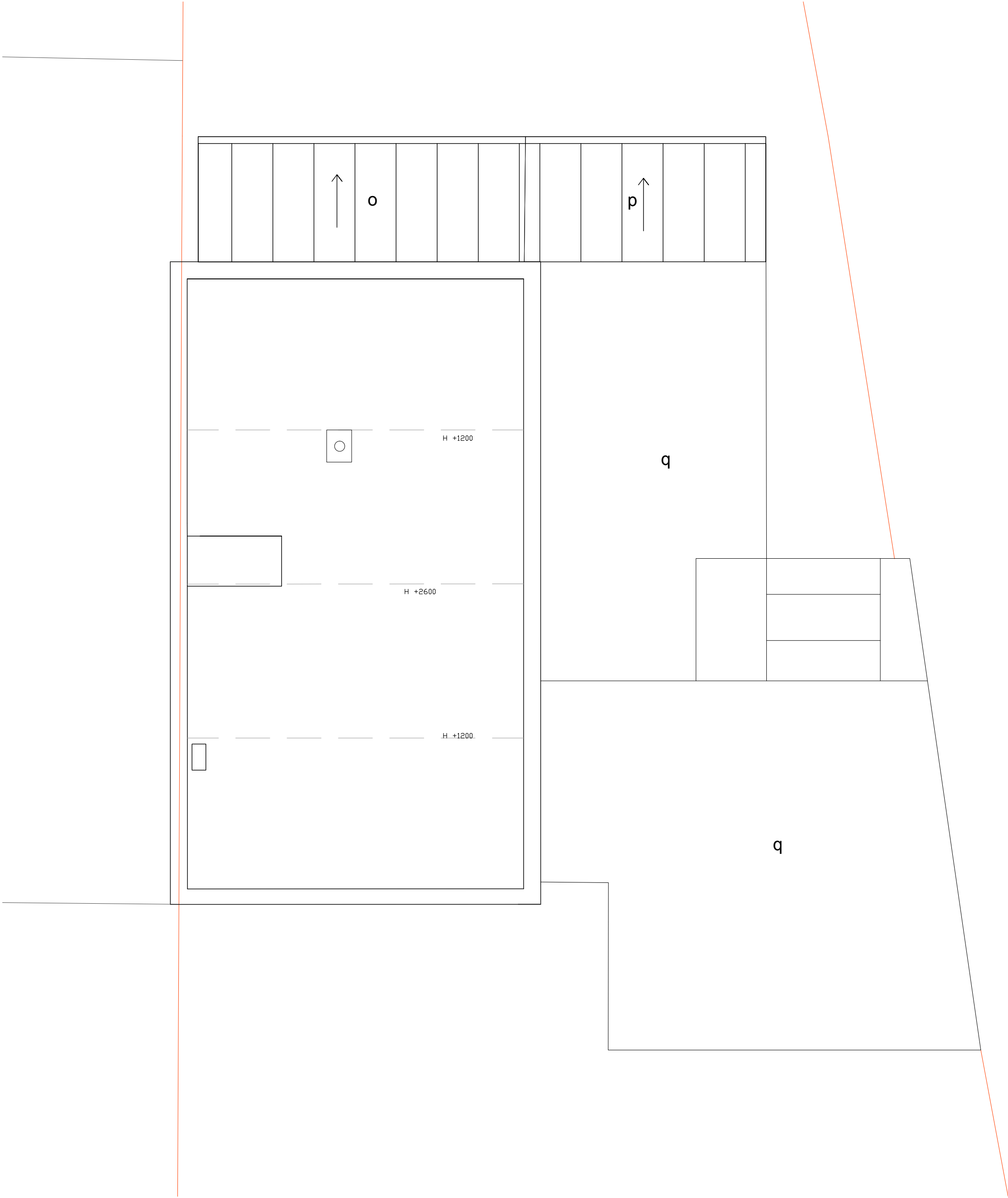
60 Howard Drive

Job No. 219 Plans as Existing

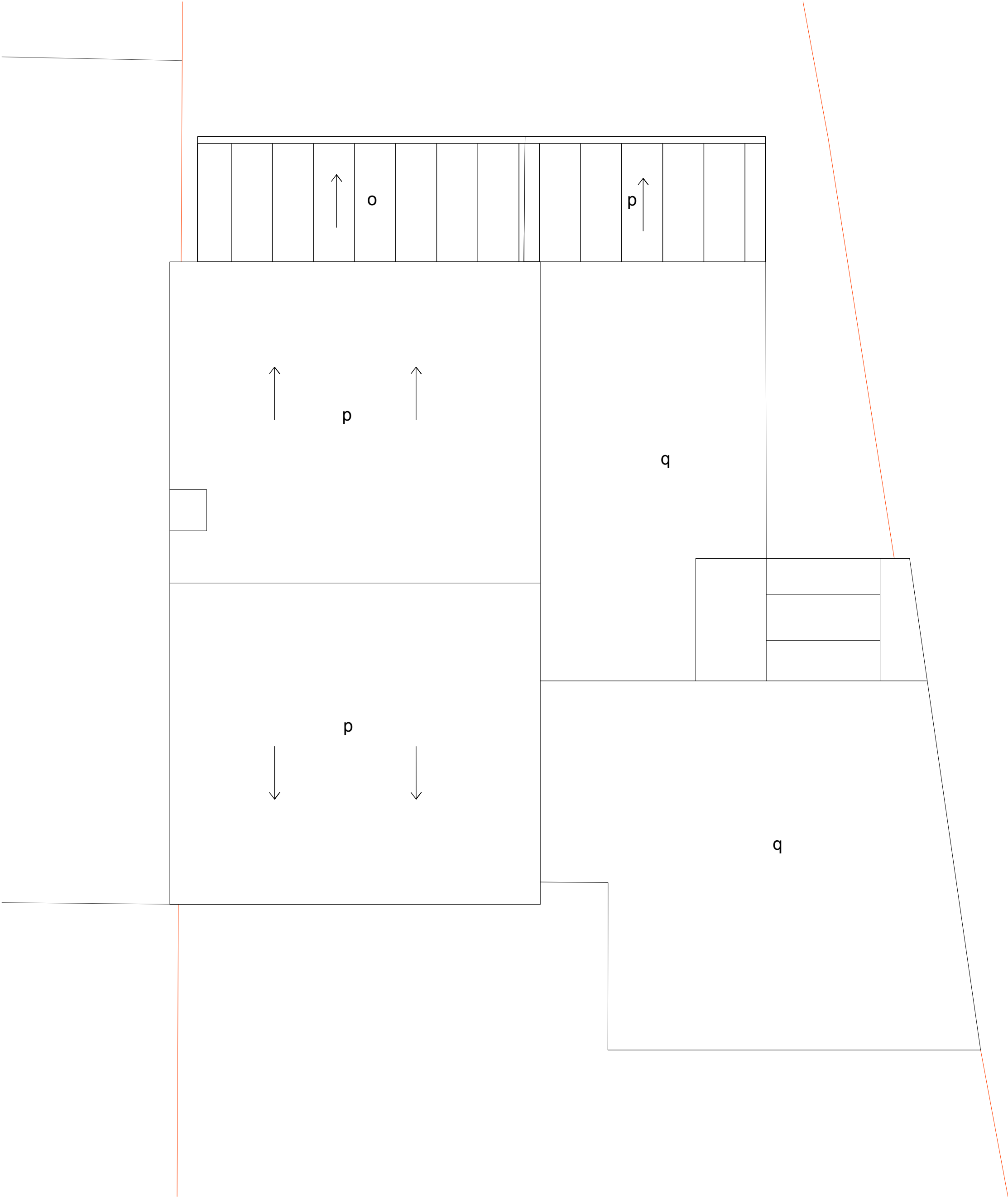
Stage: Stage 3
Status: Planning Application

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REVISION: Scale 1:50@A1



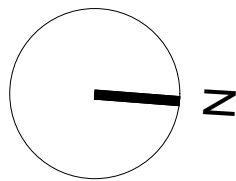
Attic Floor Plan as Existing



First Floor Plan as Existing

- Notes:
- a. Existing vehicle and pedestrian access
 - b. Existing garage
 - c. Existing entrance hall
 - d. Existing utility room
 - e. Existing living space
 - f. Existing kitchen
 - g. Existing dining space
 - h. Existing staircase
 - i. Existing bedroom
 - j. Existing bathroom
 - k. Existing wc
 - l. Existing front garden
 - m. Existing rear garden
 - n. Existing garden shed
 - o. Existing canopy
 - p. Existing pitched roof
 - q. Existing flat roof
 - r. Existing rooflight
 - s. Existing storage room

Indicative site boundary - refer to title deed



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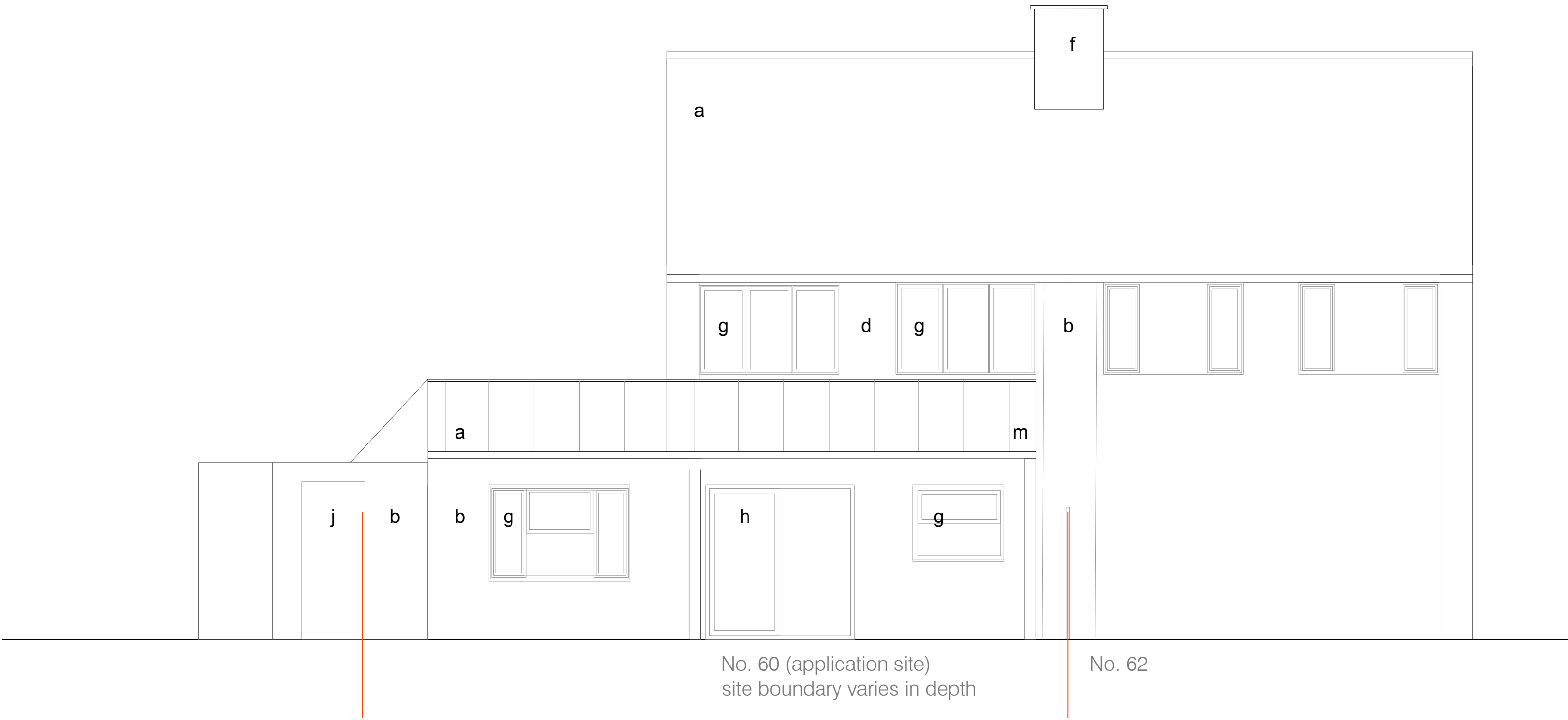
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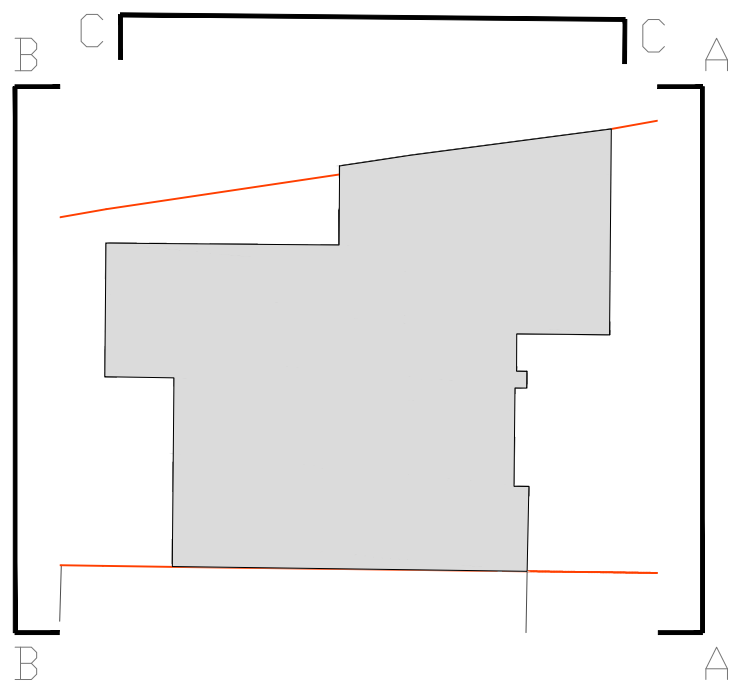


Front Elevation A as Existing



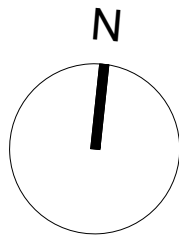
Rear Elevation B as Existing

- Notes:
- a. Existing pitched roof
 - b. Existing brick wall
 - c. Existing shingle wall
 - d. Existing render wall
 - e. Existing solar panels
 - f. Existing chimney stack
 - g. Existing window
 - h. Existing glazing door
 - i. Existing entrance door
 - j. Existing side door
 - k. Existing roof light
 - l. Existing garden shed
 - m. Existing canopy
 - n. Existing garage



Elevation Key Plan Not to scale

Indicative site boundary - refer to title deed



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60 Howard Drive

Job No. 219 Elevations as Existing

Stage: Stage 3
Status: Planning Application

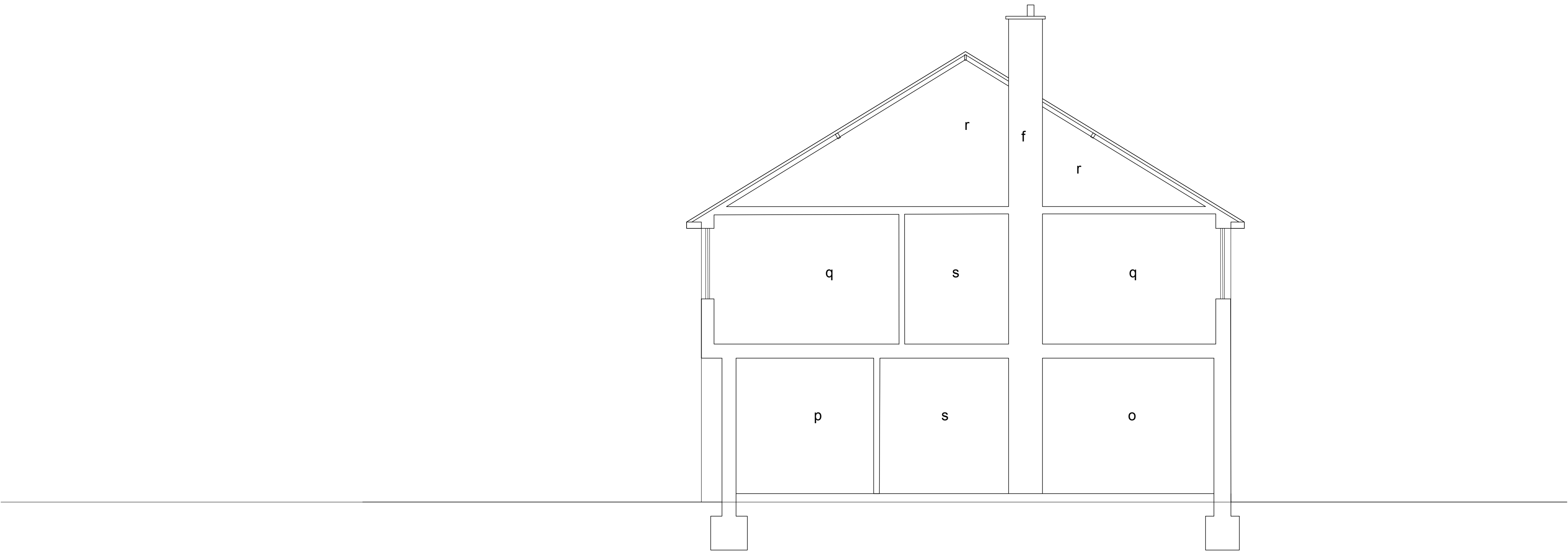
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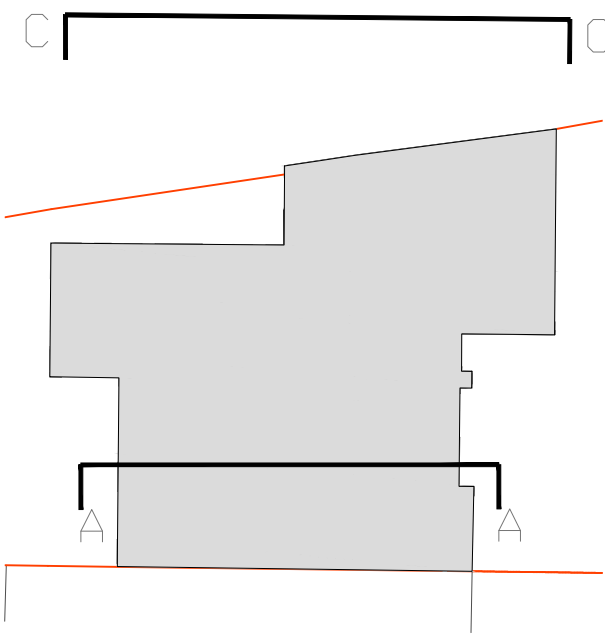
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 - b. Existing brick wall
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 - d. Existing render wall
 - e. Existing solar panels
 - f. Existing chimney stack
 - g. Existing window
 - h. Existing glazing door
 - i. Existing entrance door
 - j. Existing side door
 - k. Existing roof light
 - l. Existing garden shed
 - m. Existing canopy
 - n. Existing garage
 - o. Existing living space
 - p. Existing WC
 - q. Existing bedroom
 - r. Existing attic
 - s. Existing stair



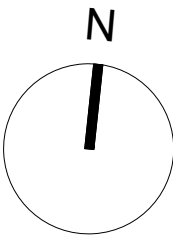
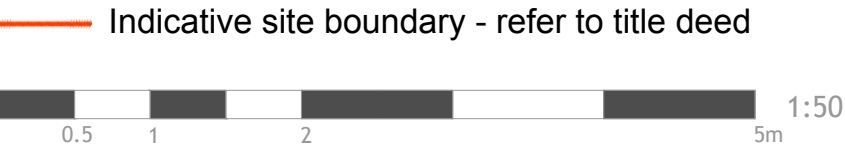
Side Elevation C as Existing



Section A as Existing



Elevation Key Plan Not to scale



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60 Howard Drive

Job No. 219 Elevations as Existing

Stage: Stage 3
Status: Planning Application

006

REVISION: Scale 1:50@A1

3.1 Relevant planning policy considered as part of developing these proposals

- The site falls within the designated the Letchworth Garden City Heritage Scheme of Management
- The host dwelling is located in the part of Modern Character Area of the Scheme of Management.
- The house is not an house of special interest.

3.2 Design strategy

As outlined in this document, the proposal is driven by the need to adapt the house to suit modern 21st-century living for a young family. The aim is to ensure appropriately sized individual bedrooms and to create a more functional living space/guest room in the loft space.

The proposal aims to retain the character of the building enclosure while extending to the side to improve the layout and enhance the internal spaces.

3.4 Scale and massing

- The side extension will not exceed compliant in scale.
- The additions are proportionate and aim to improve the character of the original building, utilising cladding in a contemporary but respectful manner to the host dwelling.

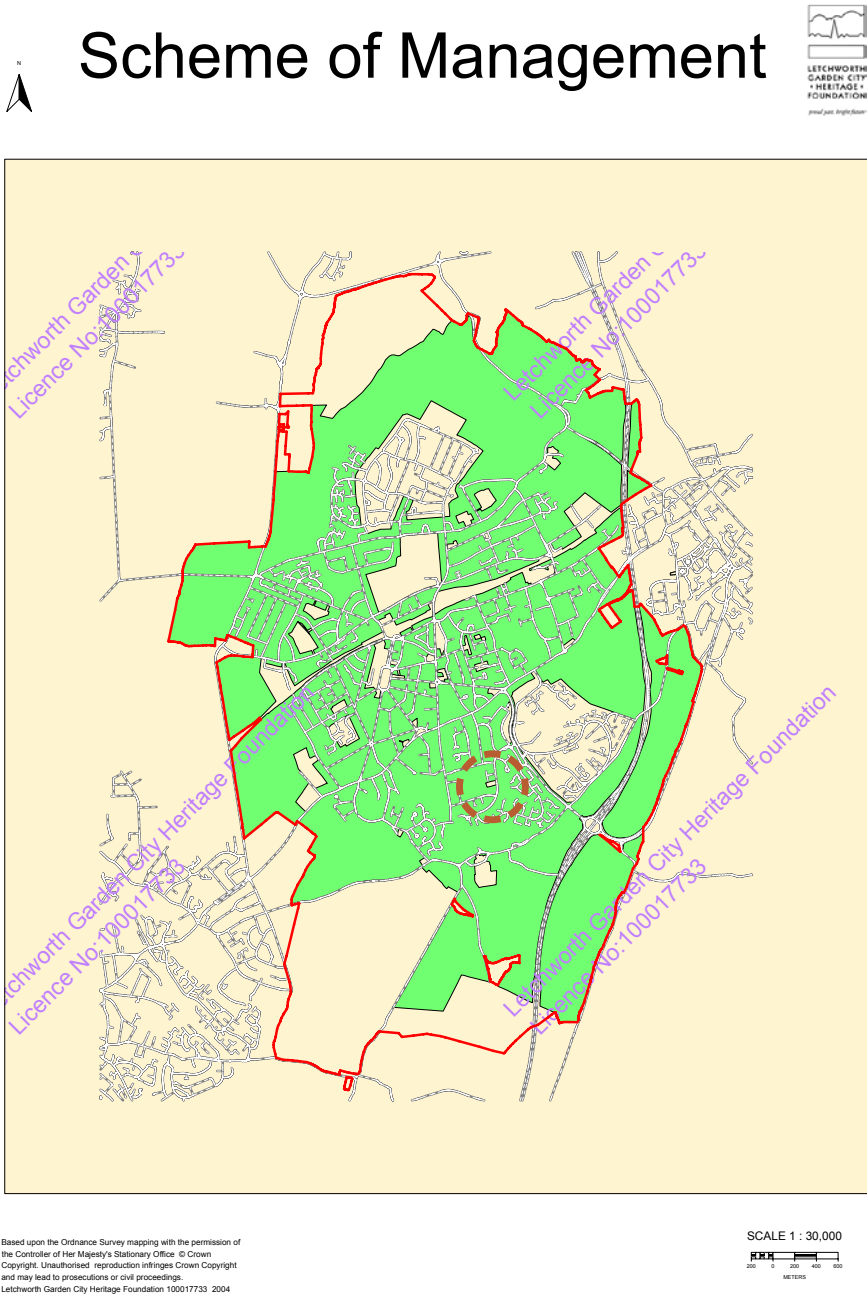
3.5 Design quality and materiality

- The proposal seeks to avoid a pastiche approach which would arguably damage the legibility of the relationship to the host building. The proposal, however, uses the mid-century feature of the property to create a dialogue between the front facade’s mid-century features and the updated use of the building.
- The new addition aims to interpret the ambitions of the LGCHF Modern Area Character Appraisal and Management Plan, creating a modern extension using traditional materials with a sense of craft.
- Aluminium clad timber frame window is proposed in to used for replacement windows at the front, the rear and to the new windows at the side.
- Double/Triple glazing windows are proposed for both replacement, new window, and rooflights to improve thermal efficiency
- A wildflower/sedum green roof will be installed to soften the existing flat roof impact visually.

3.3 Amenity & Neighbouring Buildings

Careful consideration has been given to ensure that the proposed extension would not cause any impact on the living conditions of neighbouring properties in terms of a) the scale of the additions, and b) the location and number of any new window openings.

- The proposed extension is at the first-floor level with a roof extension, proportionally extending to the side facing the Howard Spinney Wood. The proposals limit impacts on the living conditions of any of neighbouring properties.
- The new window openings on the north facade and the gable will not materially affect the neighboring property, as they face Howard Spinney Wood. This ensures that the proposed elevation will not impact natural light entering the neighboring property or vice versa. The proposed new balcony and windows are setting back from the front side extension, which helps limit its visibility from the street.
- Views from the side extension windows are do not overlook neighbouring gardens. At loft level, new roof lights are proposed to gain natural lights and are not considered to have a significant impact on neighbouring gardens as the rear of the property is facing to the sports field. At first floor level at rear has replaced windows ones and are not considered to have a significant impact on neighbouring gardens.



3.6 Access

The proposals enhance the accessibility of the site and the property by allowing level access to the house and garden areas.

3.7 Waste

The proposals do not alter the current waste storage strategy. Bin storage will be incorporated sensitively into the existing front garden area.

3.8 Environment

The proposals involve the upgrade of the existing building, and improved thermal performance to the roof and walls, in addition to the highly insulated new extensions.

3.9 Habitat

The local authority is to advise if further habitat studies are required as part of the attic/roof refurbishment works.

3.10 Contamination

The local authority is to advise if further contamination surveys are required based on council land datasets. Historic cartographic analysis does not indicate that the existing land had a former industrial or extraction use, or the storage of fuels.

3.11 Flood risk

The site is located within low risk for surface water. The local authority is to advise if further flood risk assessments are required.

Flood risk summary

Your selected location: 60, Howard Drive, Letchworth Garden City, SG6 2DQ

This information tells you the flood risk of the land around a building, not the building itself.

How we assess an area's flood risk

The highest risk of flooding at this location is from surface water.

Flood risk and climate change

Surface waterMore about your surface water flood risk

Yearly chance of flooding

Very lowLowMediumHigh

Yearly chance of flooding between 2040 and 2060

Very lowLowMediumHigh

What surface water is

Surface water flooding is sometimes known as flash flooding. It happens when rainwater cannot drain away through normal drainage systems.

Why surface water flooding is a problem

Rivers and the seaMore about your rivers and sea flood risk

Yearly chance of flooding

Very lowLowMediumHigh

Yearly chance of flooding between 2036 and 2069

Very lowLowMediumHigh

What makes rivers and sea flooding more likely

Low-lying areas that are close to rivers or the sea are more likely to flood when water levels rise.

This information takes into account any flood defences.

Why flood defences cannot completely prevent flooding

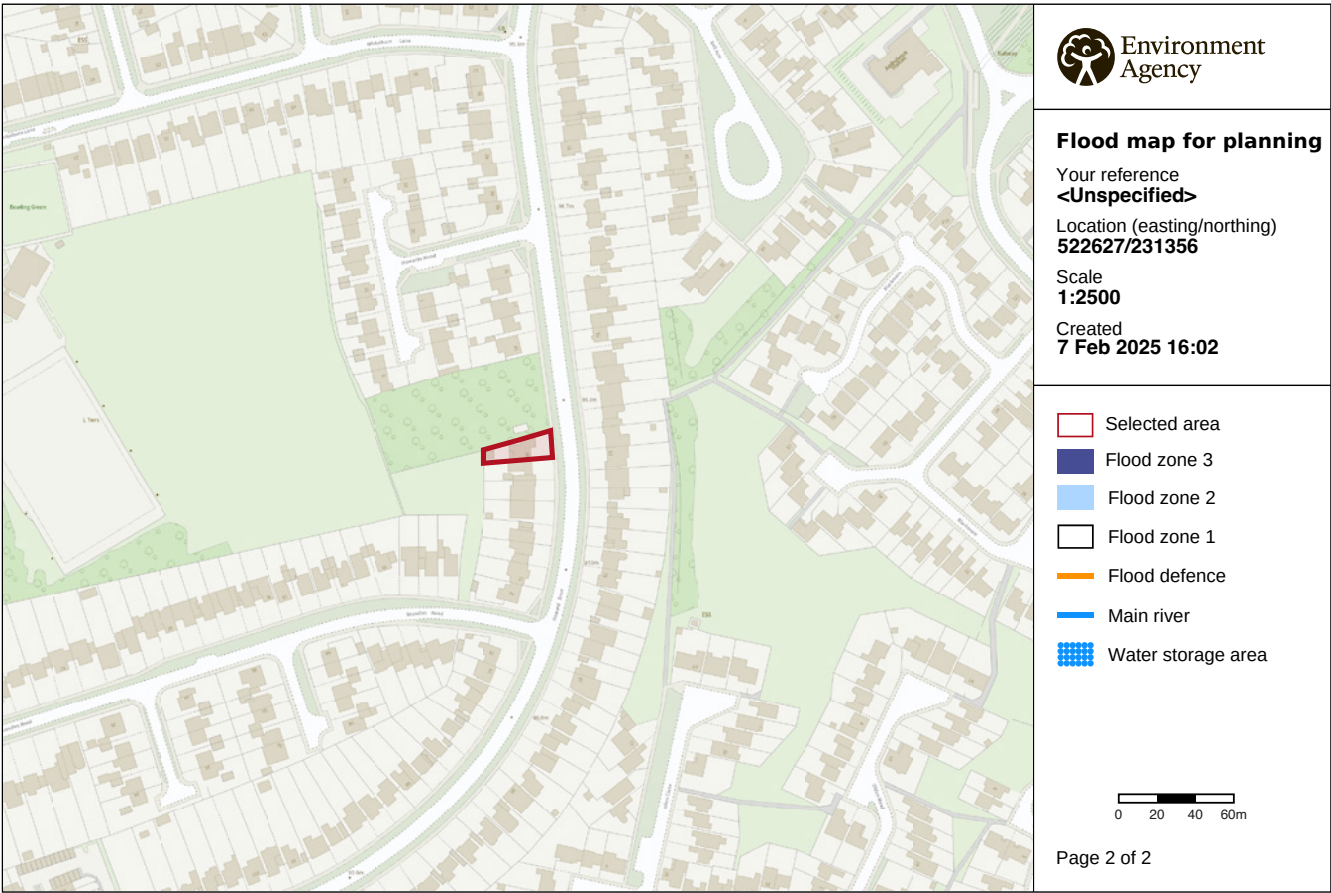
Other flood risksMore about groundwater and reservoirs

Groundwater

Flooding from groundwater is unlikely in this area.

Reservoirs

Flooding from reservoirs is unlikely in this area.



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4.1 Site Contexts: existing buildings in the area



4.2 Design Approach

Design parameters

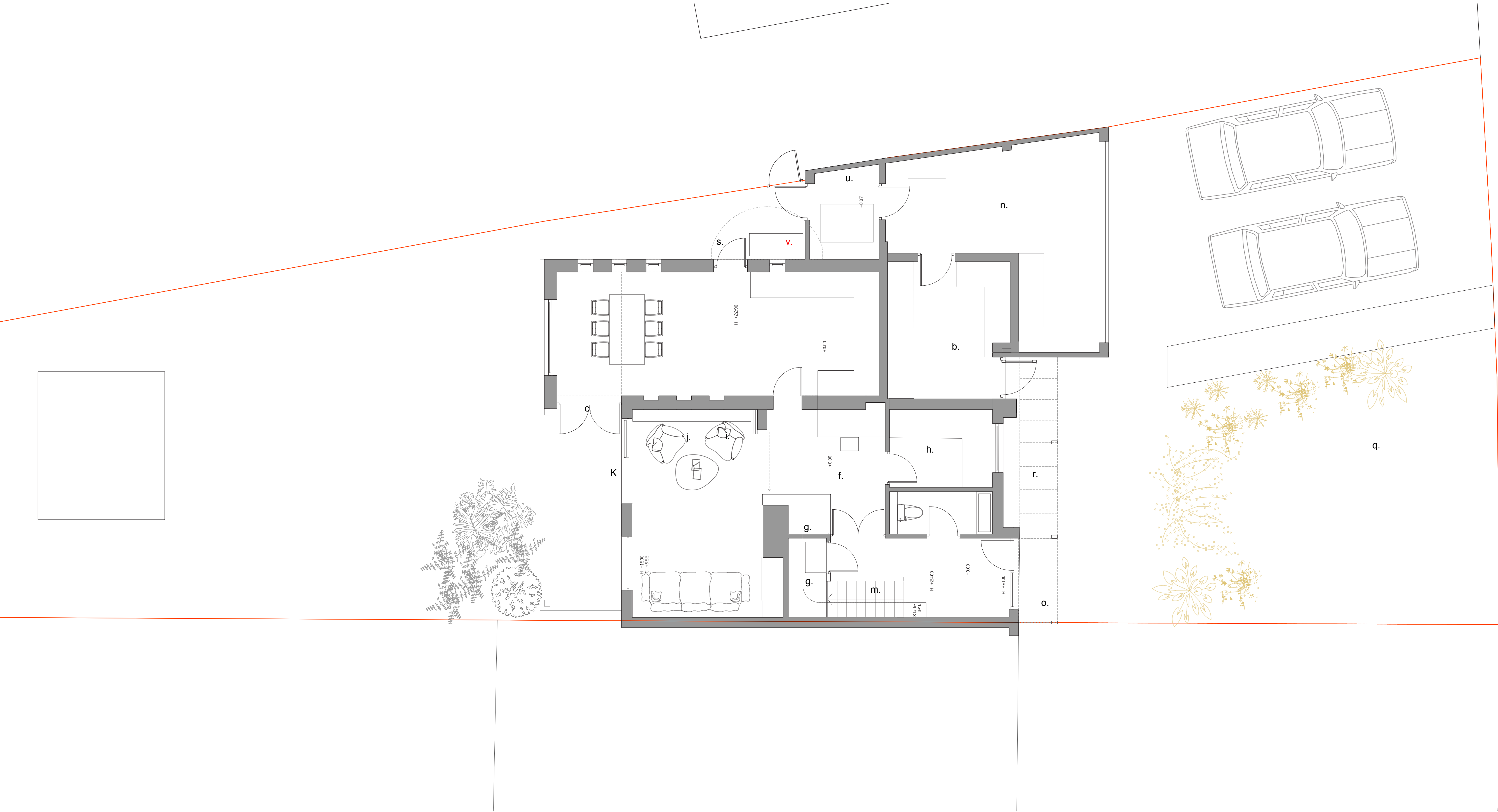
- To create a progressive but contextual response
- To address the unique nature of this property which is seen in the round not just the front.
- The design aims to positively acknowledge the presence of the historic spinney which interrupts the street-line of Howard Drive.
- The design aims to pick up on the mid-century use of articulated gables (utilising timber, cladding and glazing to create a presence).
- A side extension is proposed to create new bedroom accommodation. The gable is designed with an asymmetric timber and glazed infill bookended by two rendered masonry sides.
- European Oak is utilised to make reference to the mature Oak trees which define the spinney. The facade is composed with a regulating grid. This aims to reconcile the more irregular nature of the existing ground floor extension.
- The design does not create overlooking issues that impact upon adjacent properties or the street scene.

Pre-application discussion.

Following a submission to the Letchworth HAS with Chris Shipman the following points were agreed.

- A dormer was proposed to the rear, it was noted that dormers are not prevalent in the area and that this may not be supported.
- Rooflights to the rear would be acceptable
- The use of synthetic or plastic tiles would not be supported. Hanging concrete tiles or timber cladding
- The use of render to part of the gable as a unifying material was encouraged.
- The side extension / extrusion would be acceptable, as the site is adjacent the Spinney the front can extend slightly further (to within 1m of the boundary)
- There was no objection to principle of openings and or a balcony to the side gable by virtue of the presence of the Spinney and the trees.

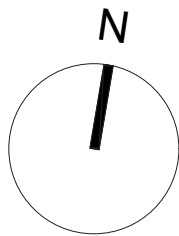




- Notes:
- a. Existing lobby retained
 - b. New workshop
 - c. Rooflight over
 - d. Existing canopy
 - e. Enlarged living room area
 - f. New central hallway
 - g. storage
 - h. Utility room.
 - i. display shelving
 - j. TV area / display
 - k. New sliding door
 - l. New french/ or sliding doors.
 - m. Void over
 - n. garage/store/kayaks etc extended
 - o. New porch/lobby installed
 - p. Grasscrete SUDS paving
 - q. Existing biodiverse garden
 - r. Pergola over
 - s. Canopy above
 - t. New shed below window
 - u. Existing garden shed
 - v. **New ASHP - Daikin Altherma 3 or similar**

- Note:
- Proposed levels subject to geotechnical studies
 - All services and utilities indicative
 - Landscaping details to form part of reserved matters
 - External materials to form part of reserved matters

- Key
- Downtakings
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Revision
 Rev A - 01/04/2025 Revised notes and plan in red
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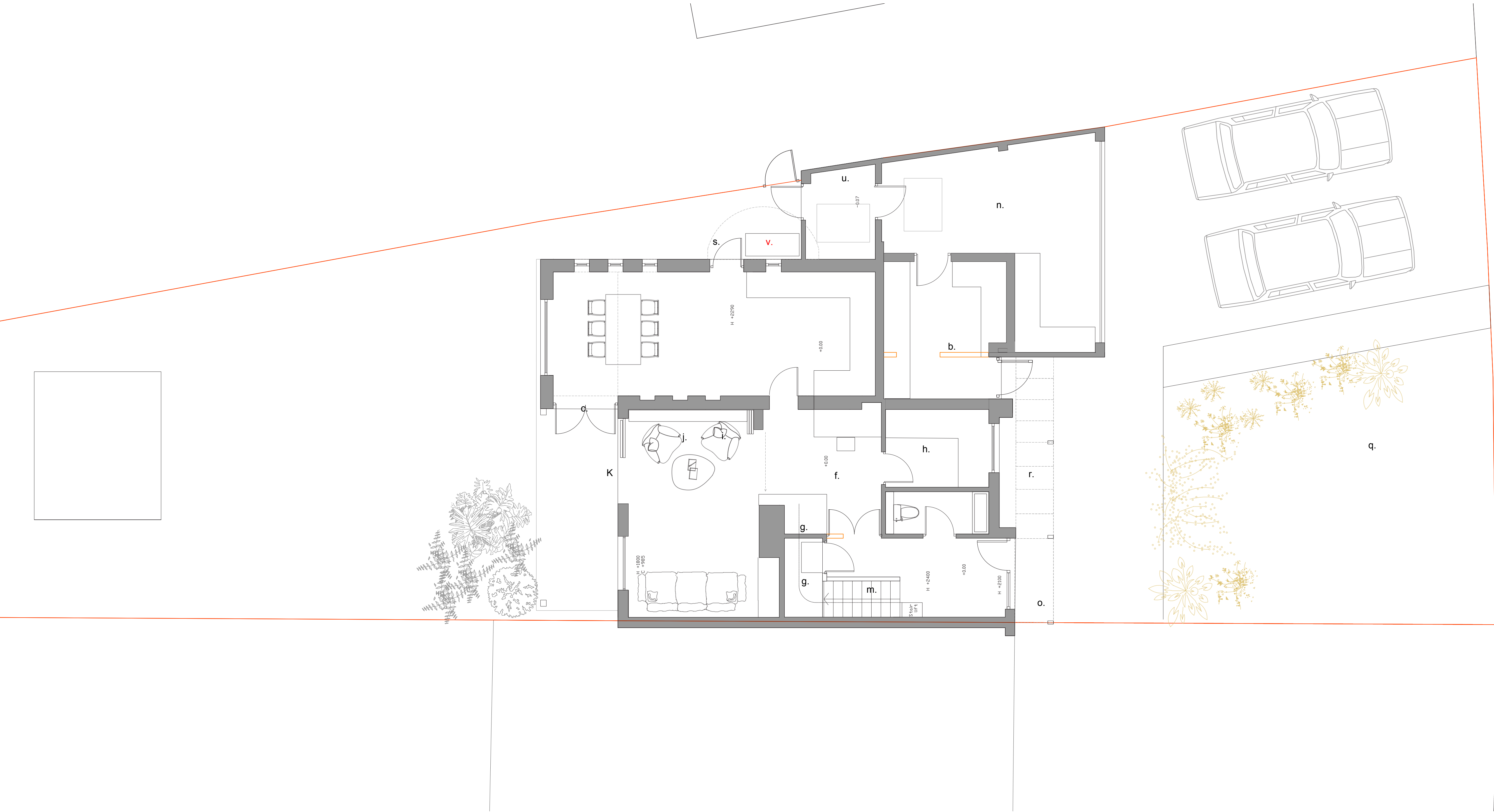
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60 Howard Drive
 Job No. **219** Proposed Site and Ground Floor Plan

Stage: Stage 3
 Status: Planning Application

020
 REVISION: A Scale 1:50@A1

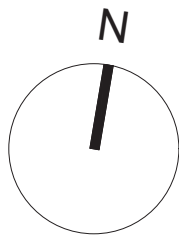


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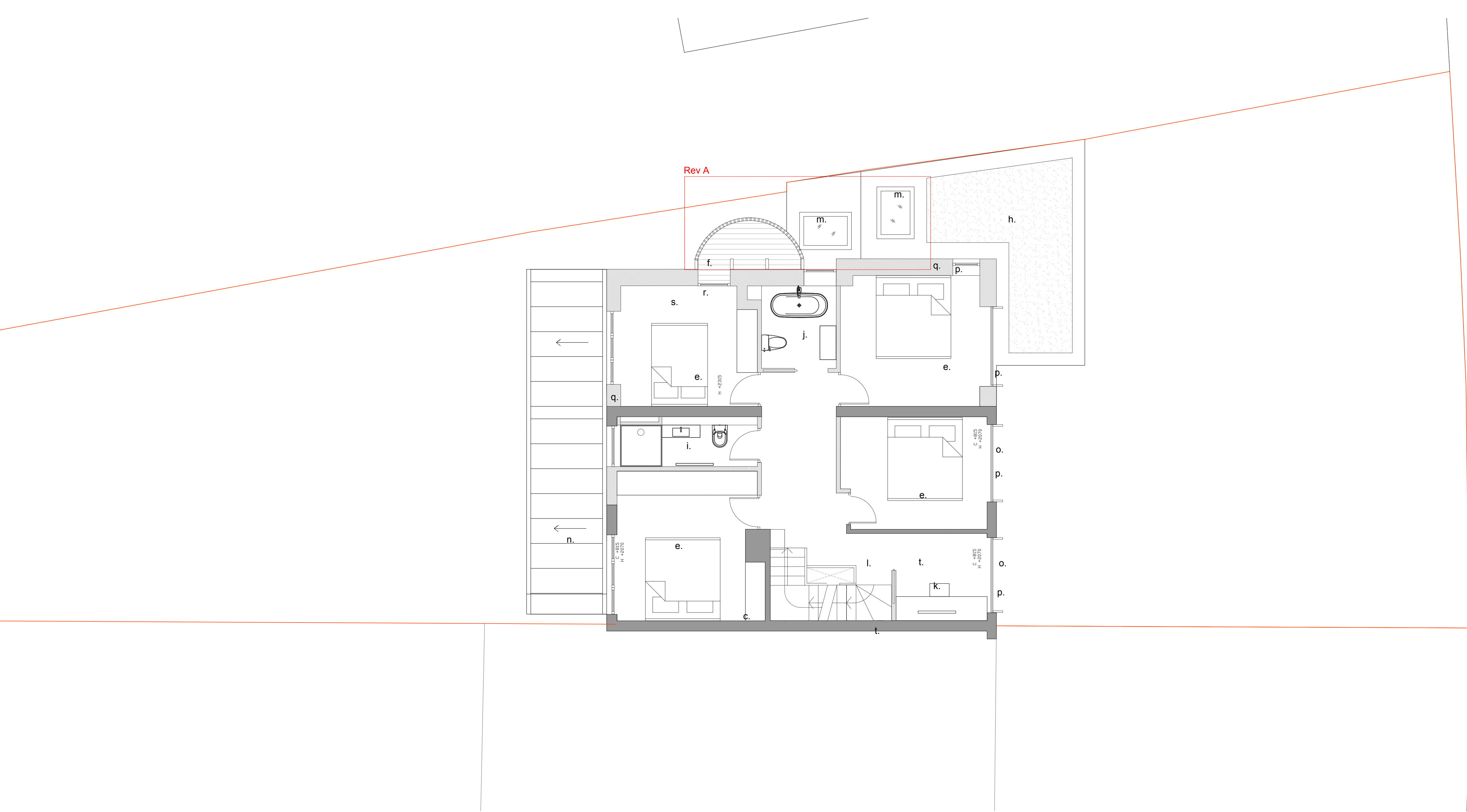
Michael Collins Architect LLP

60 Howard Drive
Job No. 219 Proposed Site and
Ground Floor Plan

Stage: Stage 3
Status: Planning Application

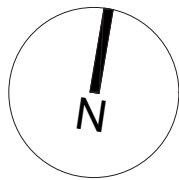
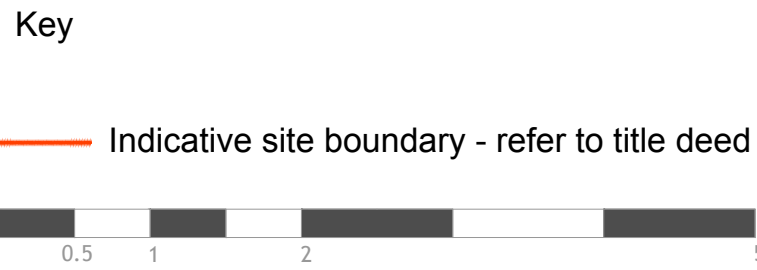
021

REVISION: A Scale 1:50@A1



- Notes:
- a. Existing rooflight
 - b. New canopy
 - c. storage
 - d. Void over
 - e. New bedroom
 - f. Balcony
 - g. ---
 - h. New Wildflower roof
 - i. New shower room
 - j. New bathroom
 - k. Craft/art space
 - l. Gallery over
 - m. New rooflight
 - n. Pitched roof below
 - o. Solar blinkers
 - p. Low G glass to new windows
 - q. Low energy timber frame walls
 - r. Balcony
 - s. Sliding doors
 - t. Library hallway

- Note:
- Proposed levels subject to geotechnical studies
 - All services and utilities indicative
 - Landscaping details to form part of reserved matters
 - External materials to form part of reserved matters



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Rev A - 01/04/2025 Revised notes and plan in red
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60 Howard Drive

Job No.
219 Proposed First Floor
Plan

Stage: Stage 3
Status: Planning Application

022

REVISION: A Scale 1:50@A1

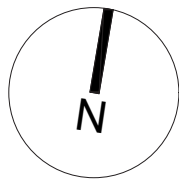


- Notes:
- a. Existing rooflight
 - b. New canopy
 - c. storage
 - d. Void over
 - e. New bedroom
 - f. Balcony
 - g. ASHP
 - h. New Wildflower roof
 - i. New shower room
 - j. New bathroom
 - k. Craft/art space
 - l. Gallery over
 - m. New rooflight
 - n. Pitched roof below
 - o. Solar blinkers
 - p. Low G glass to new windows
 - q. Low energy timber frame walls
 - r. Balcony
 - s. Sliding doors
 - t. Library hallway

- Note:
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Key

- Downtakings
- Indicative site boundary - refer to title deed



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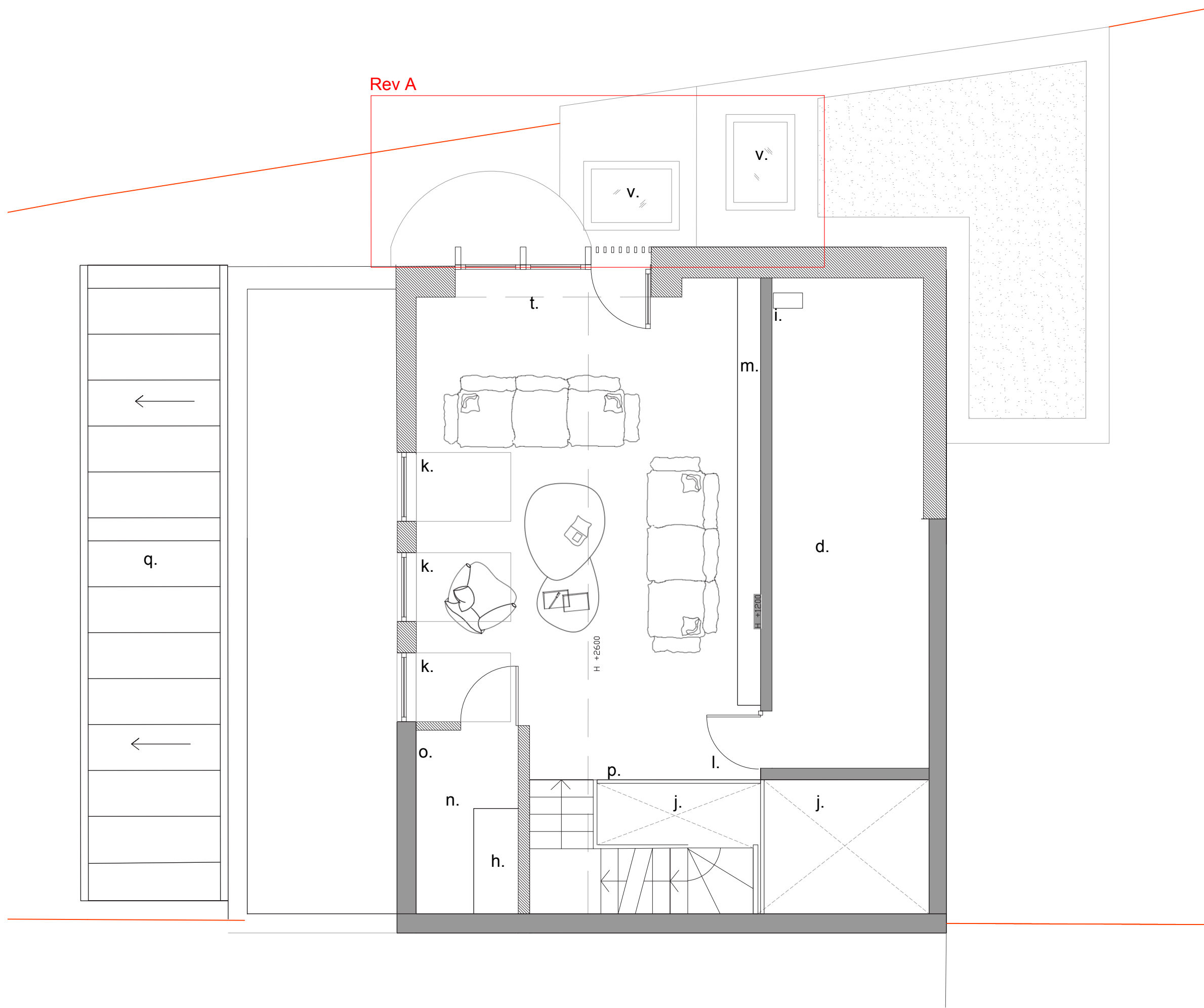
60 Howard Drive

Job No.
219 First Floor Downtakings

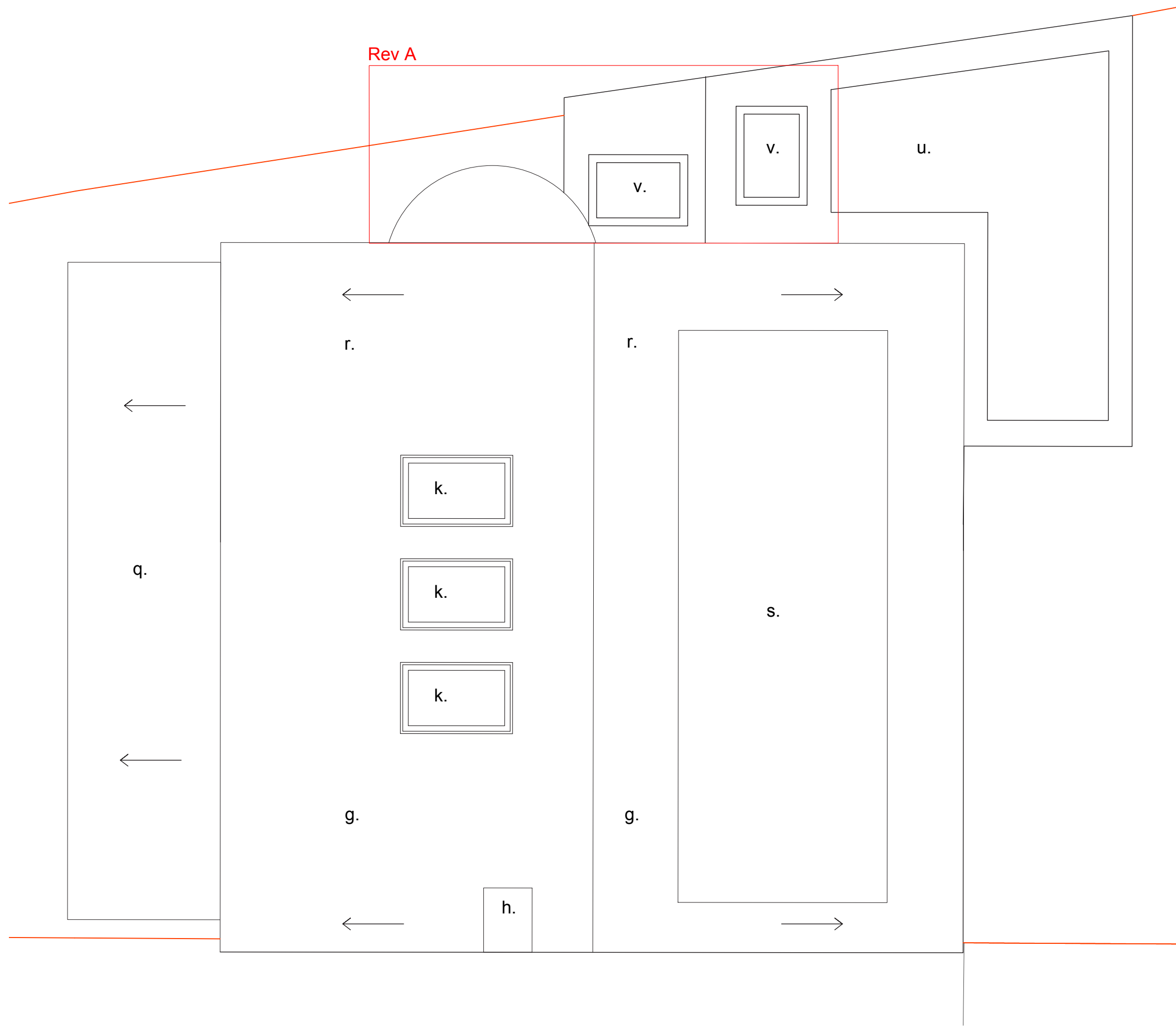
Stage: Stage 3
Status: Planning Application

023

REVISION: A Scale 1:50@A1



Attic Floor Plan As Proposed



Roof Plan As Proposed

Notes:

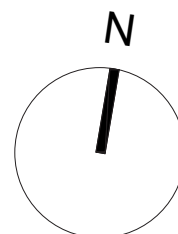
- a. Existing rooflight
- b. Gallery
- c. ---
- d. Storage area
- e. New stair
- f. Potential ensuite
- g. Existing roof upgraded to a value of 0.11w/m2K
- h. Existing chimney retained
- i. Solar battery module relocated
- j. Void below
- k. New roof window
- l. roof access
- m. Bookshelves
- n. Storage to loft
- o. Water tank
- p. Glazed screen
- q. Existing pitched roof retained
- r. Extended new roof to match existing
- s. Existing solar panes to be extended
- t. New sliding doors with fixed glazing
- u. New Wildflower Roof
- v. New rooflight

Note:

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Key

Indicative site boundary - refer to title deed



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Revision

Rev A - 01/04/2025 Omitted a note in red and revised plan

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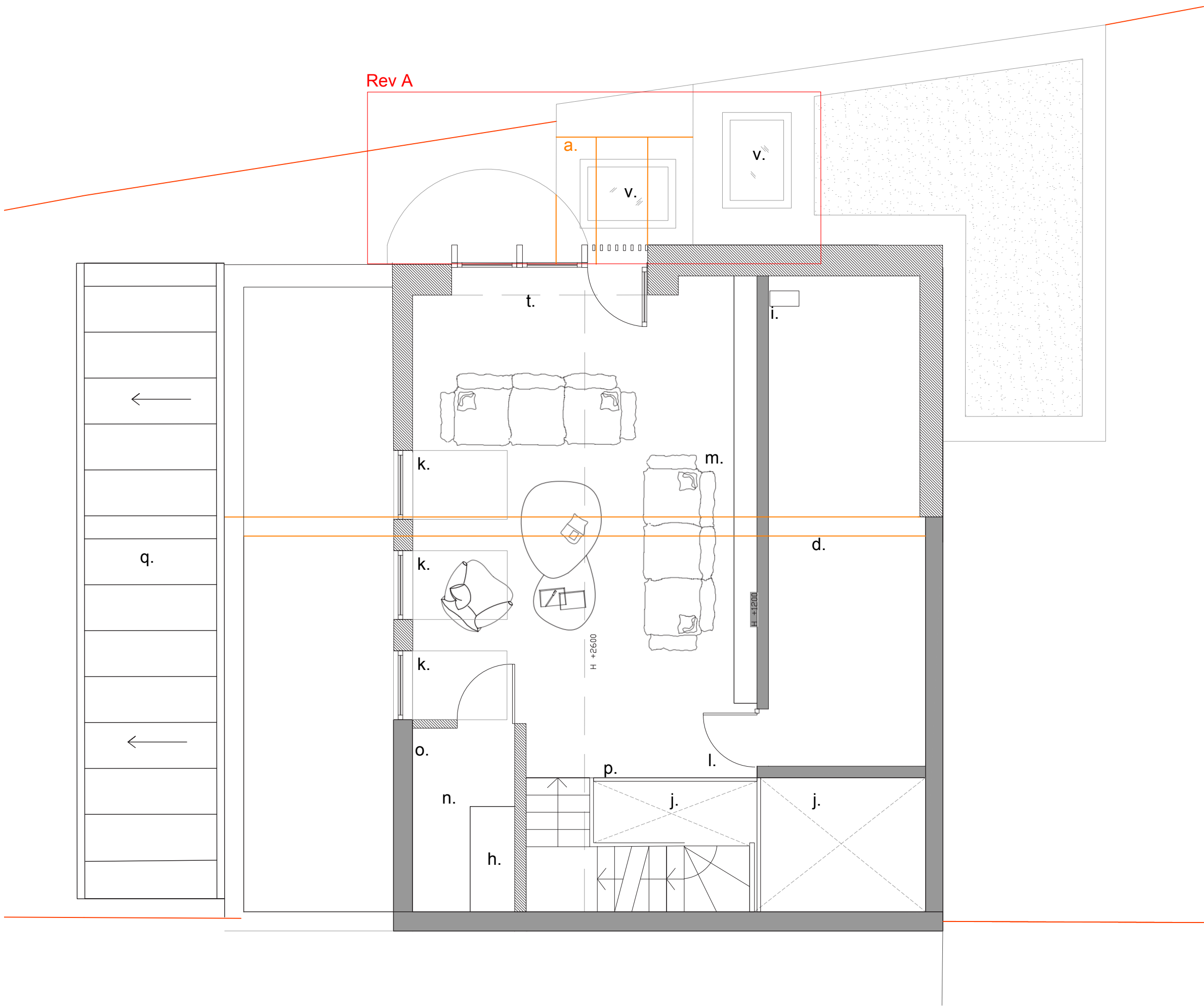
Howard Way

Job No. 219 Proposed Attic Floor and Roof Plans

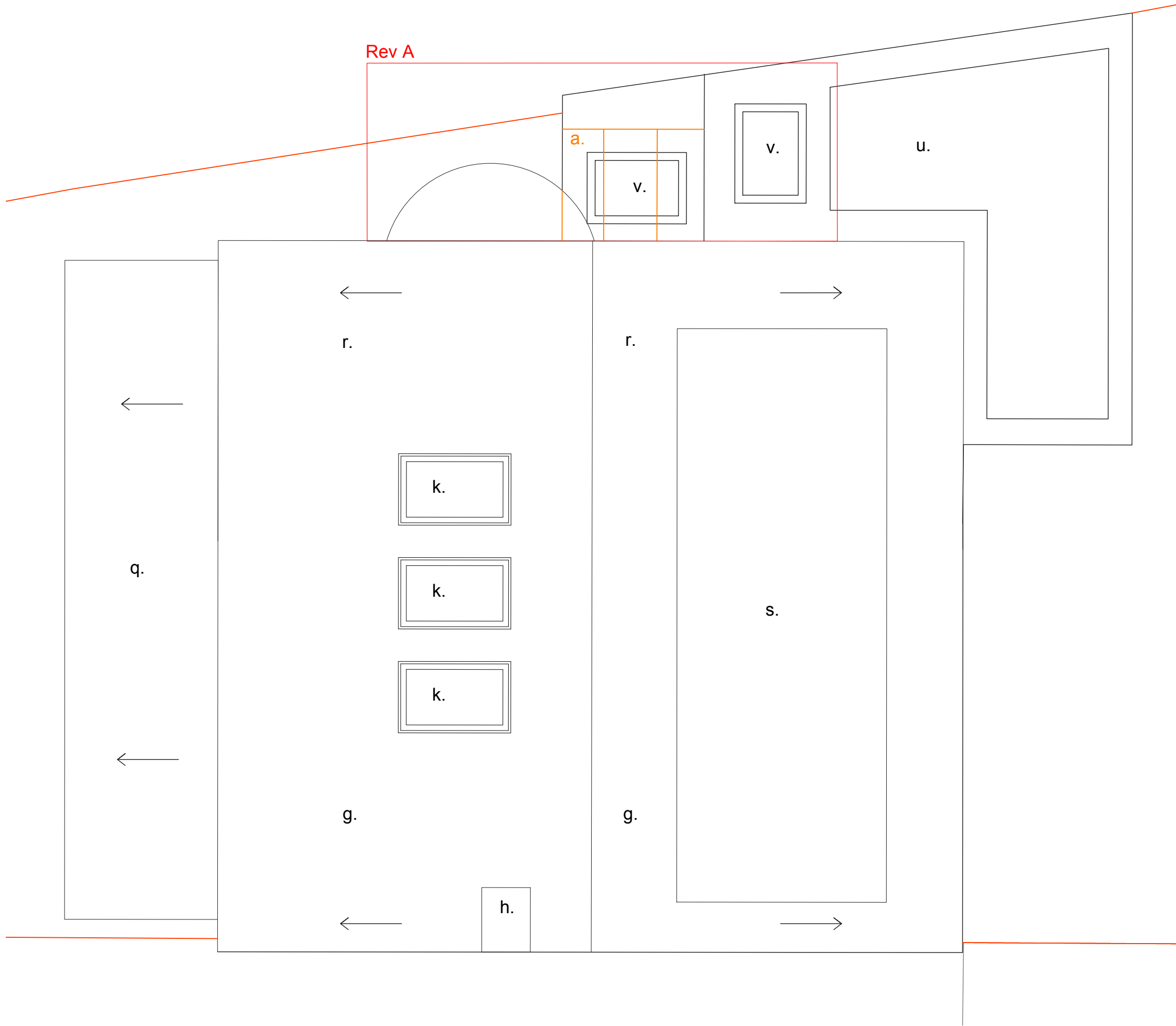
Stage: Stage 3
Status: Planning Application

024

REVISION: A Scale 1:50@A1



Attic Floor Plan As Proposed



Roof Plan As Proposed

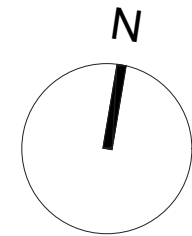
Notes:

- a. Existing rooflight
- b. Gallery
- c. ---
- d. Storage area
- e. New stair
- f. Potential ensuite
- g. Existing roof upgraded to a value of 0.11w/m2K
- h. Existing chimney retained
- i. Solar battery module relocated
- j. Void below
- k. New roof window
- l. roof access
- m. Bookshelves
- n. Storage to loft
- o. Water tank
- p. Glazed screen
- q. Existing pitched roof retained
- r. Extended new roof to match existing
- s. Existing solar panes to be extended
- t. New sliding doors with fixed glazing
- u. New Wildflower Roof

Note:

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Key
Downtakings
Indicative site boundary - refer to title deed



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Howard Way

Job No. 219 Proposed Attic Floor and Roof Plans

Stage: Stage 3
Status: Planning Application

025

REVISION: A Scale: 1:50@A1



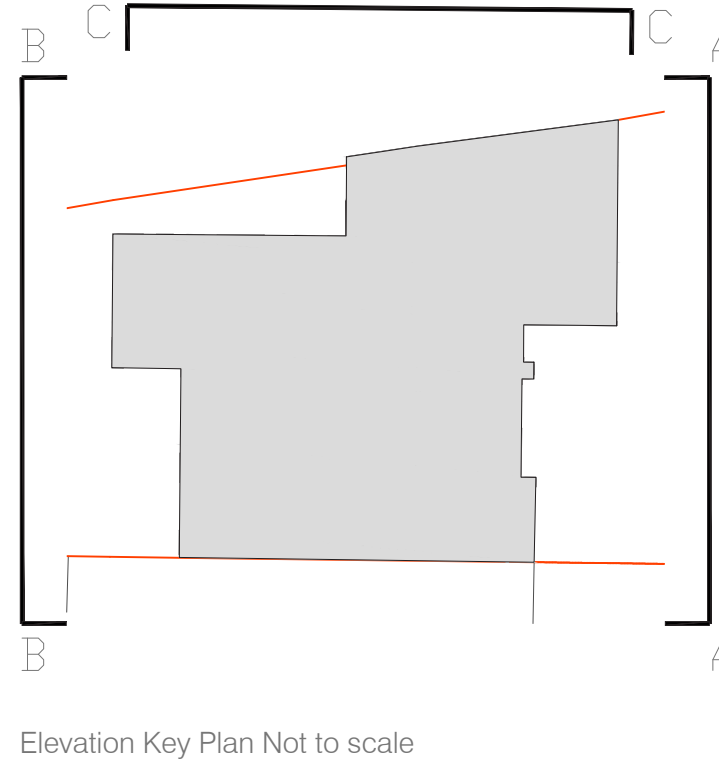
Front Elevation AA as Proposed

- Notes:
- a. Existing roof retained
 - b. Existing solar panels retained
 - c. Existing brick wall retained
 - d. Existing render wall retained
 - e. Existing window retained
 - f. Existing door retained
 - g. Existing garage with new green sedum flat roof
 - h. Existing porch
 - i. New timber cladding
 - j. New porch/pergola
 - k. New window
 - l. New sliding door
 - m. New brick wall to match existing
 - n. New extended roof to match existing
 - o. New render wall
 - p. New balcony
 - q. New rooflight
 - r. New pivot circular window with obscured glass
 - s. New ASHP - Daikin Altherma 3 or similar

- Note:
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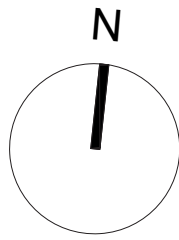


Rear Elevation BB as Proposed



- Key
- Downtakings
 - Indicative site boundary - refer to title deed

0.5 1 2 5m 1:50



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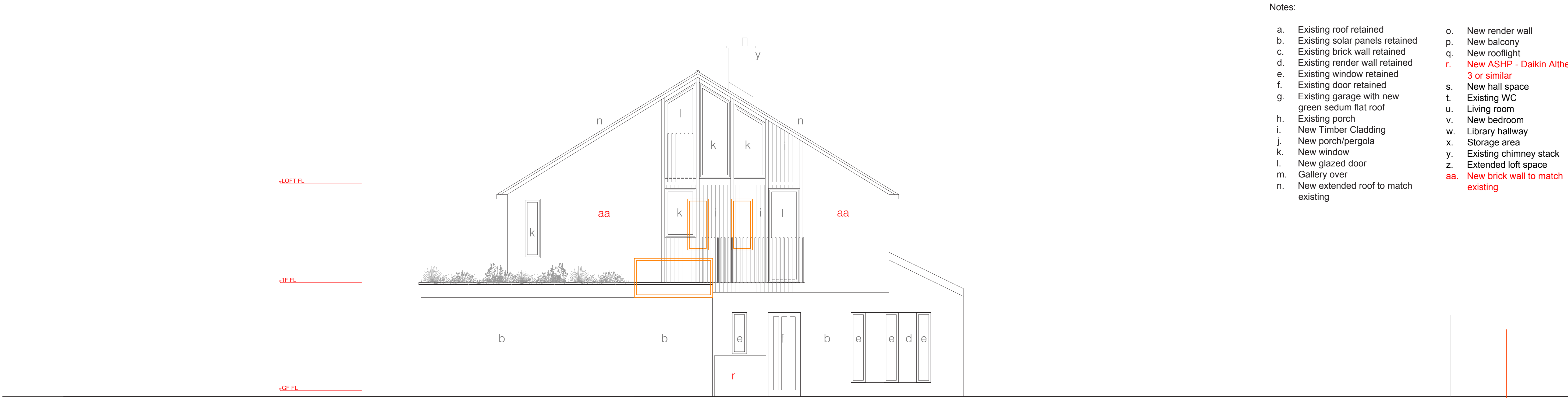
60 Howard Drive

Job No.
219 Proposed Front and
Rear Elevations

Stage: Stage 3
Status: Planning Application

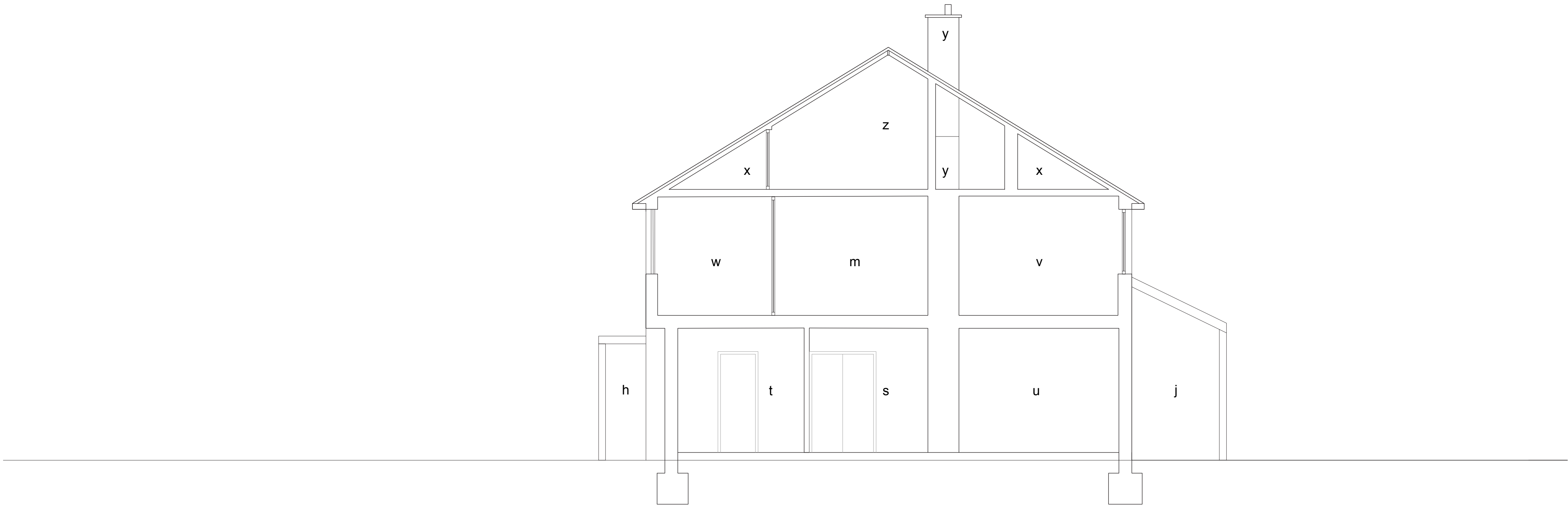
026

REVISION: A Scale: 1:50@A1



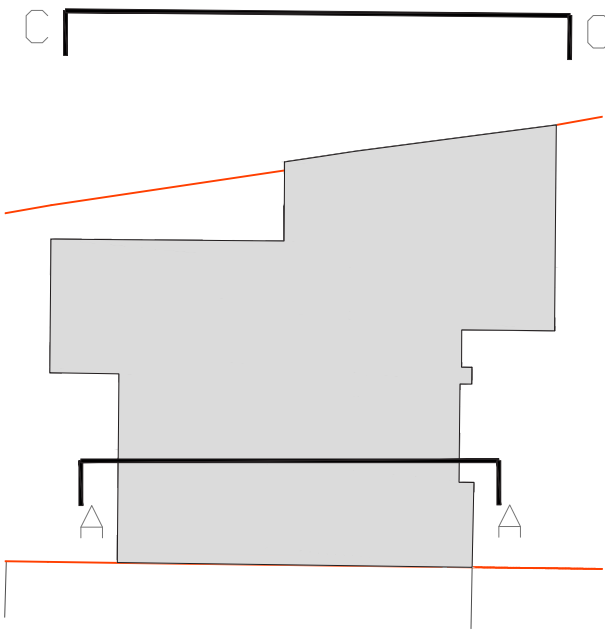
Side Elevation C as Proposed

- Notes:
- | | | | |
|----|--|-----|---|
| a. | Existing roof retained | o. | New render wall |
| b. | Existing solar panels retained | p. | New balcony |
| c. | Existing brick wall retained | q. | New rooflight |
| d. | Existing render wall retained | r. | New ASHP - Daikin Altherma 3 or similar |
| e. | Existing window retained | s. | New hall space |
| f. | Existing door retained | t. | Existing WC |
| g. | Existing garage with new green sedum flat roof | u. | Living room |
| h. | Existing porch | v. | New bedroom |
| i. | New Timber Cladding | w. | Library hallway |
| j. | New porch/pergola | x. | Storage area |
| k. | New window | y. | Existing chimney stack |
| l. | New glazed door | z. | Extended loft space |
| m. | Gallery over | aa. | New brick wall to match existing |
| n. | New extended roof to match existing | | |



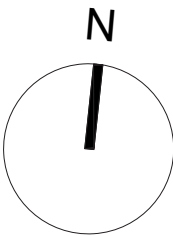
Section A as Proposed

- Note:
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Elevation Key Plan Not to scale

- Key
- Downtakings
 - Indicative site boundary - refer to title deed



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60 Howard Drive

Job No.
219 Section and Elevation Proposed

Stage: Stage 3
Status: Planning Application

027

REVISION: A Scale 1:50@A1



Front Elevation AA as Proposed

Notes:

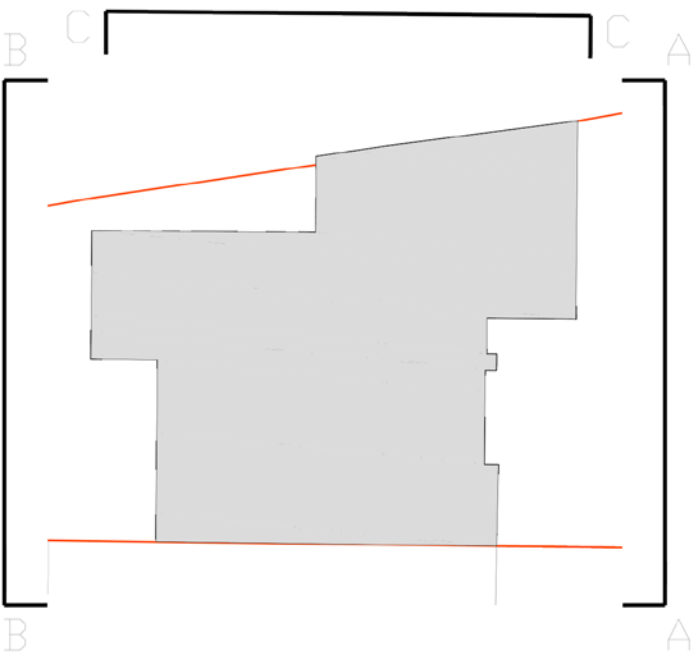
- a. Existing roof retained
- b. Existing solar panels retained
- c. Existing brick wall retained
- d. Existing render wall retained
- e. Existing window retained
- f. Existing door retained
- g. Existing garage with new green sedum flat roof
- h. Existing porch
- i. New timber cladding
- j. New porch/pergola
- k. New window
- l. New sliding door
- m. New brick wall to match existing
- n. New extended roof to match existing
- o. New render wall
- p. New balcony
- q. New rooflight
- r. New pivot circular window with obscured glass
- s. New ASHP - Daikin Altherma 3 or similar

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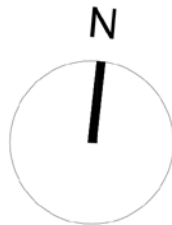
Rear Elevation BB as Proposed



Elevation Key Plan Not to scale

- Key
- Down takings
 - Indicative site boundary - refer to title deed

0 5 1 2 5m 1:50



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Revision

Rev A - 01/04/2025 Revised notes in red

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60 Howard Drive

Job No
219 Proposed Front and
Rear Elevations

Stage: Stage 3
Status: Planning Application

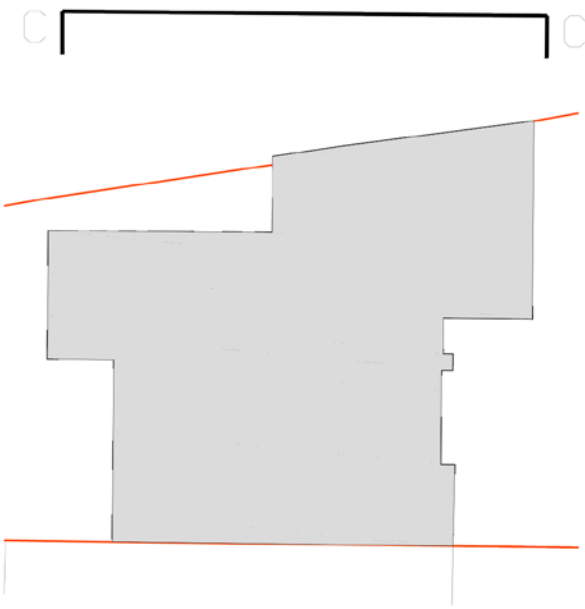
028

REVISION:
A Scale
1:50@A1

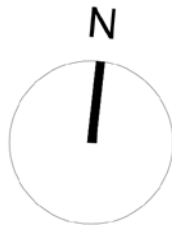


Side Elevation C as Proposed

- Note:
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Elevation Key Plan Not to scale



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60 Howard Drive

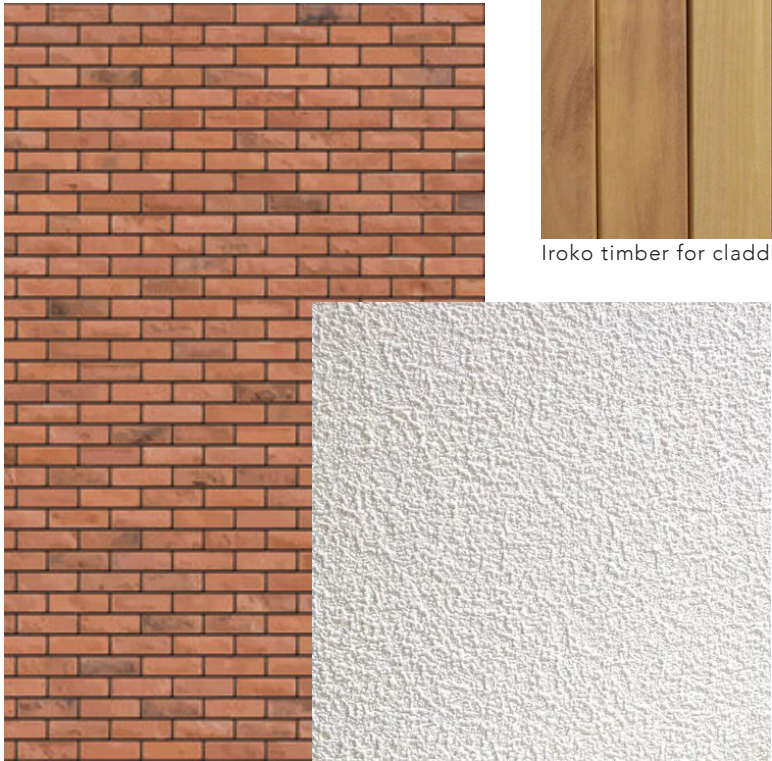
Job No
219 Side Elevation
Rendered Proposed

Stage: Stage 3
Status: Planning Application

029

REVISION: A Scale 1:50@A1

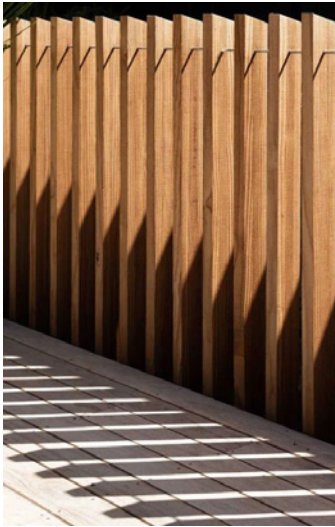
6.1 Design and material precedents



Brickwork and render walls to match existing



Iroko timber for cladding/ balustrade



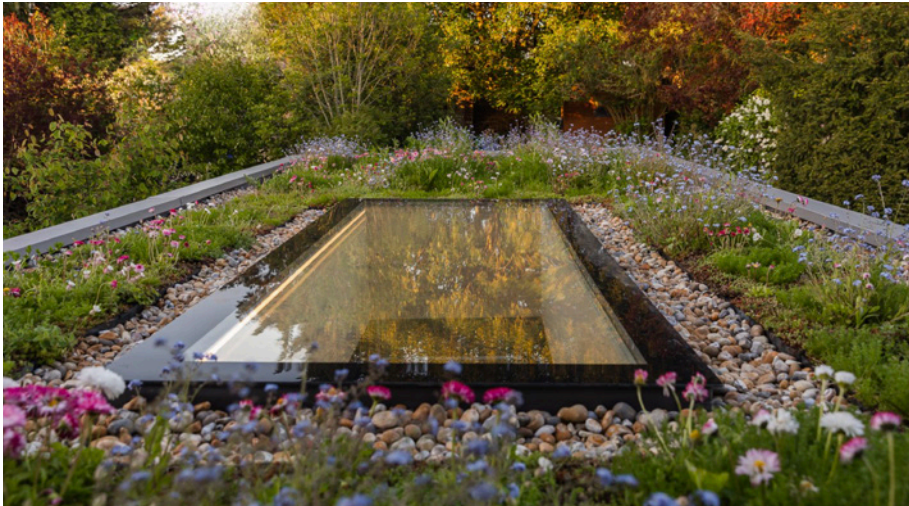
Triple glazing with Alu-Clad timber window



Window at the gable



Indicative air source heat pump - Daikin Altherma 3 or similar
Left: Outdoor unit (L:1270mm, H:1003mm, D:533mm)
Right: Indoor unit (L:595mm, H:1650mm, D:625mm)



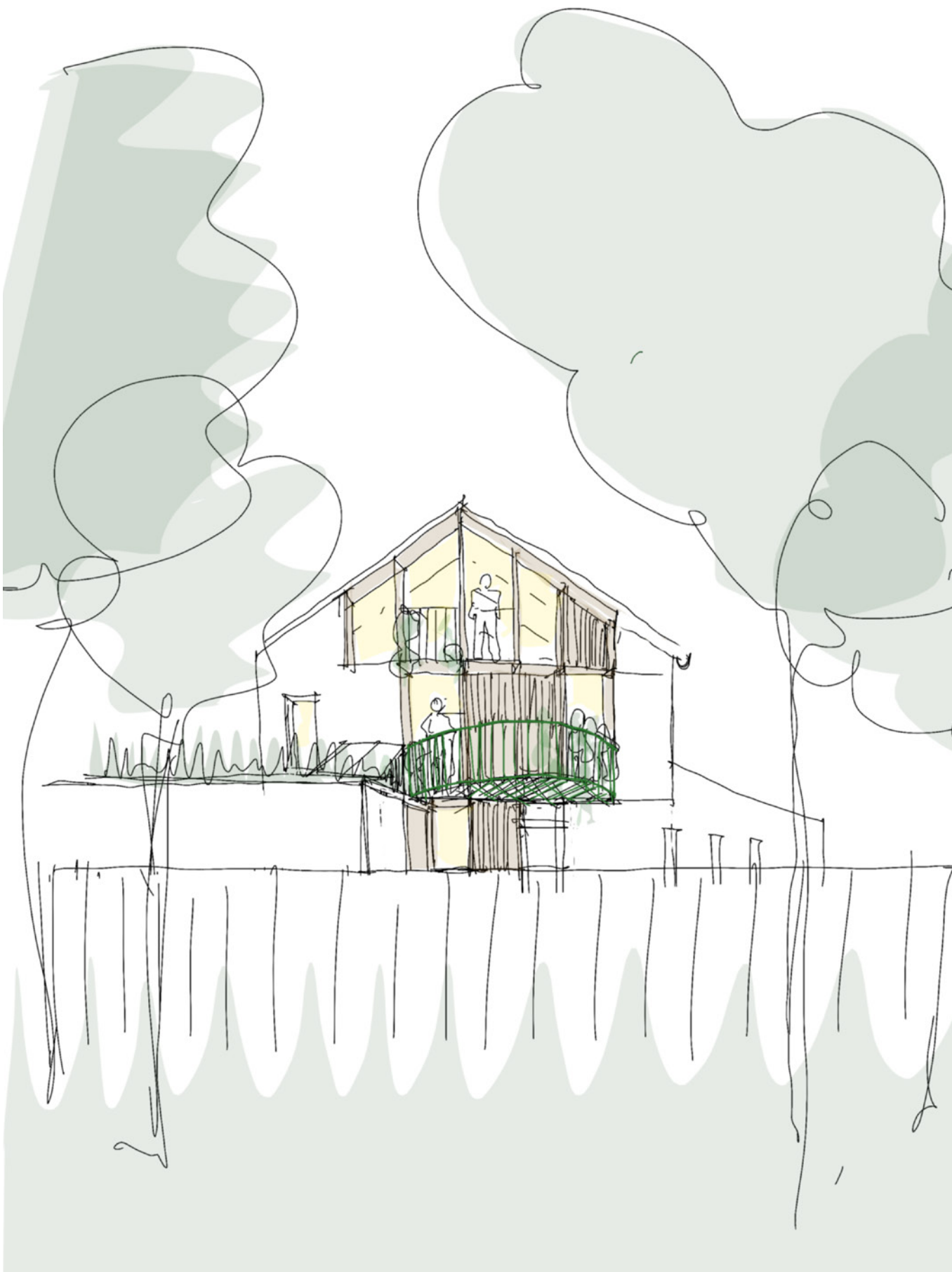
Flat rooflight and wild flower/sedum roof at existing flat roof



Sloping and fixed rooflight



Streetview - Howard Drive



Gable view, from the adjacent spinney



Interior view