

Request for pre-application advice

Please complete all sections of the form and use BLOCK LETTERS

In accordance with the confidentiality statement on our website, information will be released in relation to this pre-application advice if requested under FOI/EIR unless you advise otherwise at this point

Please indicate category of advice required

Residential		Non-residential	
Significant Major	☐	Category B – 2000m ² + floor space Solar Farms/Wind Farms on site area greater than 10 Hectares	☐
Category A – 100-499 dwellings	☐	Category C – 1000-1999m ² floor space & change of use of buildings on land exceeding 500m ² (gross) Solar Farms/Wind Farms on site area between 5 to 10 Hectares	☐
Category B – 25-99 dwellings	☐	Category D – Adverts, up to 999m ² floor space, change of use of buildings on land up to 499m ² (gross) and General engineering works/operational development Solar Arrays/Farms and Wind Farms on site area less than 5 Hectares	☐
Category C – 10-24 dwellings	☐		
Category D – up to 9 dwellings	☐		
Category E – Householder/Listed Building	X		

1) NAME/ADDRESS OF APPLICANT

Christopher Parsons

The Old Vicarage, Church Road, Kings Walden, Hitchin

Postcode: SG4 8JX Tel: 07970-017772 Email: chris.parsons@me-engineers.com

2) NAME/ADDRESS OF AGENT

Fiona Flint, Fuller Long Limited

1 Waverley Lane, Farnham, Surrey,

Postcode GU98BB Tel: 08081 641288 Email: fiona.flint@fullerlong.com

3) INTEREST IN PROPERTY/LAND

We are due to complete on the purchase of the property 22nd May 2024

4) ADDRESS OF APPLICATION SITE

The Old Vicarage, Church Road, Kings Walden, Hitchin, SG4 8JX

5) DESCRIPTION OF PROPOSED DEVELOPMENT

Following receipt of comments from the planning officer with regards to our previous pre-planning application submission, we have endeavoured to address the comments made and updated our plans and descriptions below to respond accordingly. We have therefore submitted a new pre-application submission.

1. Development objective statement.
We have been looking for a new family home in a rural location, to enable us to bring my mother who has increasing mobility issues into a single-family home to improve her quality of life, retain a level of independence, enable us to be at hand to help, and to reduce her feelings of loneliness and isolation. We believe that by constructing a considerate and respectful single storey annexe to the current building's footprint, we can achieve this in this beautiful location. In addition to this, we are seeking to make an extension to create a family dining / kitchen area, and the expansion of the existing garage. The proximity of the local church will enable my mother and family to engage in the local church and the local community. This will be our family home and seek advice / pre-planning application review on our proposals for the following works:
2. Construction of a single storey annexe connected to the main house on the South elevation Annexe to serve as accommodation for my elderly mother. Annexe to consist of bedroom, living room, assisted style wet room, kitchen and entrance lobby. New dedicated heating system to annexe to be via Air Source Heat Pump (intention is to eventually replace existing oil-fired boiler with Air Source Heat Pump fed Heating system).
3. Expansion of existing single garage to form a single storey larger garage.
4. Following results of a survey which suggests the existing flat roof has a history of leaking, we propose the replacement of the existing flat roof to the garage and side building, with a more effective and better performing pitched roof in tiles to match the existing main house and proposed annexe.
5. Kitchen extension contained within existing "courtyard" on North Elevation.
6. No impact or revision to existing escape / exit routes or doorways into / from the property.
7. All works proposed are to be single storey and provided with pitched roofs in materials to match existing pitched roofs.
8. External materials to broadly to match existing facades on various existing building elements, such as:
 - a. Brick façade or in materials as agreed with planning, to single storey garage and annexe facades.
 - b. All new brickwork to match existing brick.
 - c. Kitchen Extension façade to be high performance glazed bifold elements set between large cavity insulated brick piers.
 - d. Kitchen roof to include high performance glazed openable roof light or glazed 'lantern' style and all new glazing will exceed Part L performance standards.
9. No material change to the existing property or structure other than:
 - a. Opening through existing window in south elevation to form doorway into annexe and closing up of remaining opening due to abutment with new annexe extension.

- b. Full height opening up / through existing window opening in West elevation to access kitchen extension within courtyard.
- c. Expansion of existing attached single garage to provide larger garage.

In addition to the above updated descriptions, for clarity, please see response to the comments received within the formal response letter ref: 24/00604/PREH received on the 29th April 2024, as follows:

1. Upon further enquiry, we have received advice from the previous owner that the two "storage" / outbuildings referred to and the open covered area (previously noted on the plans as bar, see photo) are not original and were constructed by the current owner (who is a builder) for general and garden storage. These were constructed against the original retaining wall more than 10 years ago, rather than build free-standing sheds. These are not habitable buildings and will not be used as such. These existing structures are not clearly visible from the road and cannot be seen by any other property. In the context of a 0.5acre site, some considerable storage is required for garden maintenance equipment, as well as for storage of bicycles, sports equipment, and other items for recreation purposes. We suggest that these are no more than garden sheds and request that these should be considered as having been constructed for normal permitted recreational /garden storage and should be considered under permitted development, and as such, request that these are discounted from the planning area calculations.

You can see from the area calculation below that even when the existing rear store building is included within the percentage increase of the new proposed works over the existing development, by tightening up the proposed areas we have reduced the total increased area from 60% to 50%.

Spaces	Areas	Additional without Outbuilding	Additional with Outbuilding	Existing without Outbuilding	Existing with Outbuilding
Existing Ground Floor inc Garage	120			120	120
Existing First Floor	87			87	87
Existing Garage	17	-17	-17		
Additional Ground Floor	98.8	98.8	98.8		
Outbuilding	22		22		22
Totals		81.8	103.8	207	229
Therefore:	Percentage increase				
If outbuilding assumed original as more than 10 years old	36%				
If outbuilding needs to be included in planning area	50%				
If outbuilding is Permitted Development / not relevant	40%				
Kitchen Extension	15	m2			
Extended Garage	27.5	m2			
New Annex	56.3	m2			
	98.8	m2			

As stated above, we have reduced the area of the kitchen, garage and annex to try to get the total developed area condensed. However, we are concerned that any further reductions will render these spaces, especially the annex as too constrained to be practical and request that the extent of the proposed works is considered in the context of the overall 0.5 acre plot.

2. To address comments with regards to the use of the annex, we confirm that no part of this property will be used or treated as a separate dwelling in future.
3. With regards to comments on appearance of the proposals, we have changed the roofs from gable ends to hipped ends and have linked these into the existing dwelling to improve the connected appearance. We have also revised the external material to brick to match that of the existing dwelling.
4. We have reduced the width of the garage to make it better proportioned to the annex and have aligned the ridge height on the two opposing elements. We considered widening the annex to improve the proportions more, but this would either increase the overall development area, or make the spaces within the annex narrow and less liveable for my mother especially as her mobility inevitably decreases.
5. To further address appearance, we have also reduced the area and rotated the garage layout so that the garage doors face the same as existing, to better mimic the existing principal elevation and reintroduced a window to the side elevation as per the existing garage.
6. We have also added a tall window to the end of the annex on the principal elevation which will allow morning light from the east into the bedroom, and also to break up this elevation as suggested, without removing internal wall space needed for wardrobes etc. whilst retaining the principal view from the bedroom over the fields, should my mother become incapacitated / bed ridden in future.

We acknowledge that this does not constitute a formal application and that only advice can be given, but trust that we have addressed concerns raised to present a more acceptable proposal.

Below is a basic list of information which should accompany a request for advice. However, what you can provide will vary depending on the nature of the proposal and how advanced your scheme is.

6) ATTACHED INFORMATION

Please tick or complete boxes as necessary.

Description/schedule of existing uses(s) of the site	☒
Description of proposed use(s) of the site	☒
1:1250 site location plan with the site outlined in red	☒
Photographs and drawings of site and surroundings	☒
Outline of proposal (plans to an appropriate scale)	☒
Drawings showing proposed plans/elevations (plans to an appropriate scale)	☒
Other (please specify) (see notes for guidance)	☐

I (the undersigned) confirm that pre-application advice is required, and the fee will be paid on the NHDC website once the pre-application reference number has been issued by the Technical Support team.

£172-00 (fee to be paid via NHDC website)

Please note: Large pre-app fees can be paid via BACS, please contact planning.control@north-herts.gov.uk to request the NHDC BACS details.

I also agree to pay any additional sums arising from the provision of the pre-application advice as requested, as outlined in the Pre-Application Advice Note

I acknowledge that the Council will release pre-application advice if requested under FOI/EIR legislation (if you request pre-application advice please include a statement as to why. This will be reviewed under the relevant legislation)

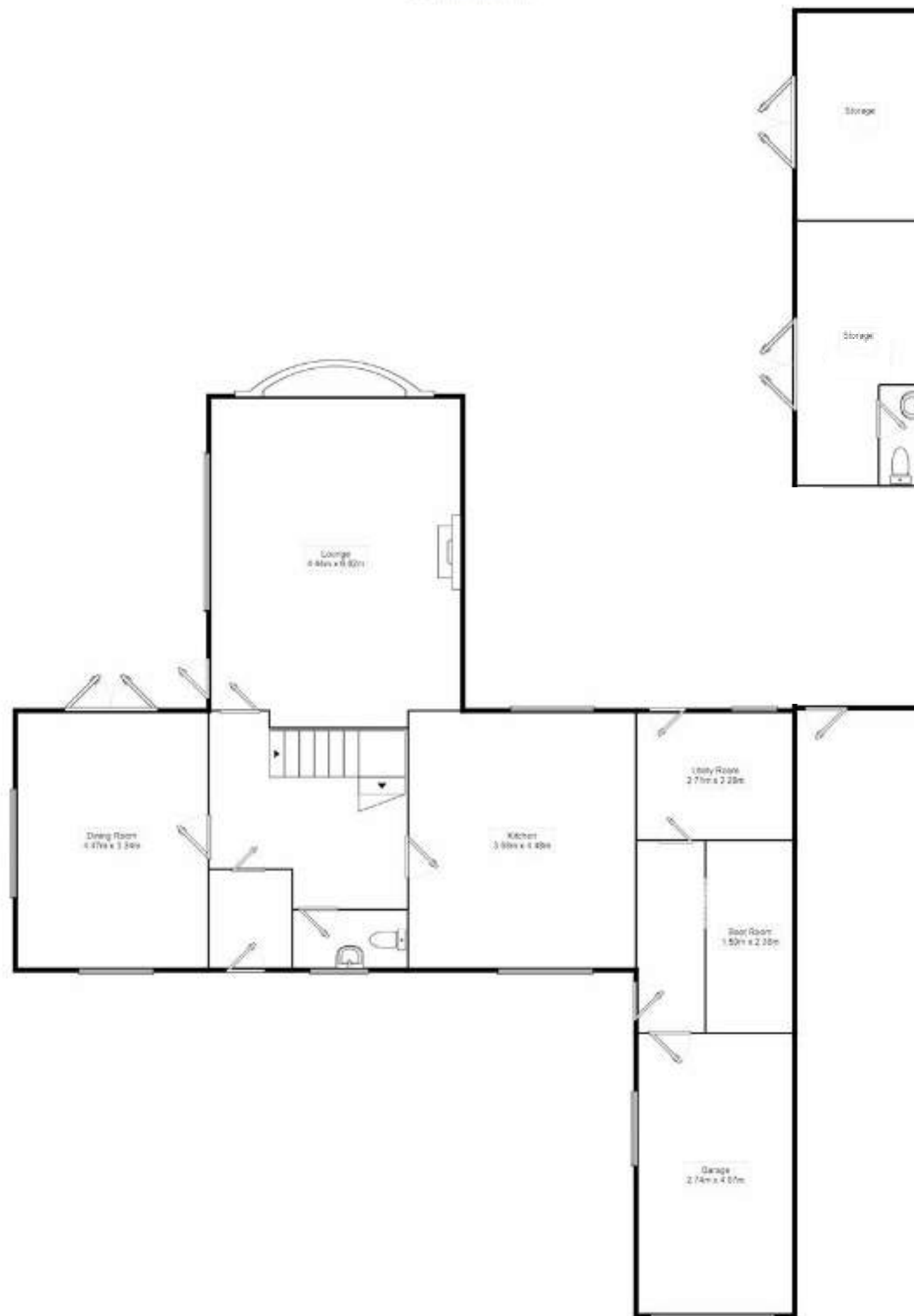
Signed: 

Company...Not applicable.....

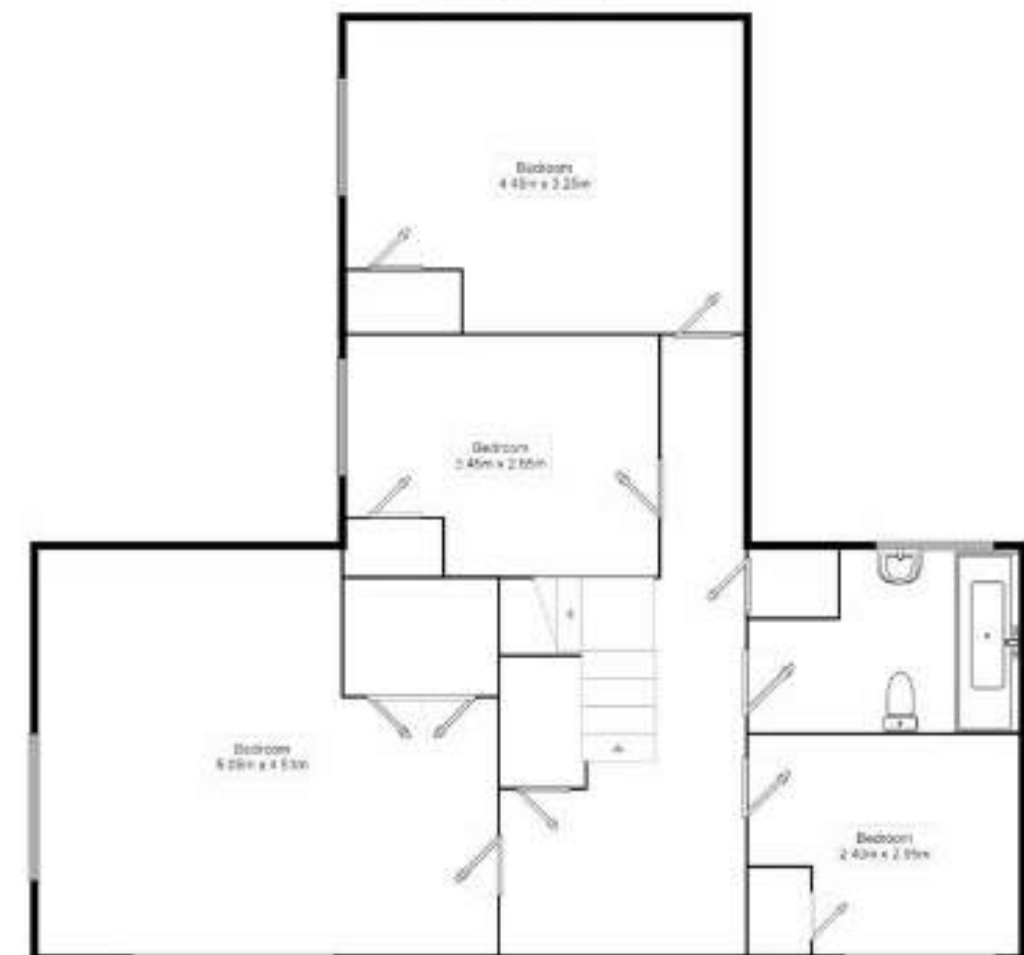
Date 20th May 2024.....

For office use only:	Summary required	☐
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Ground Floor
Floor Area 1263 m² 13607 ft²



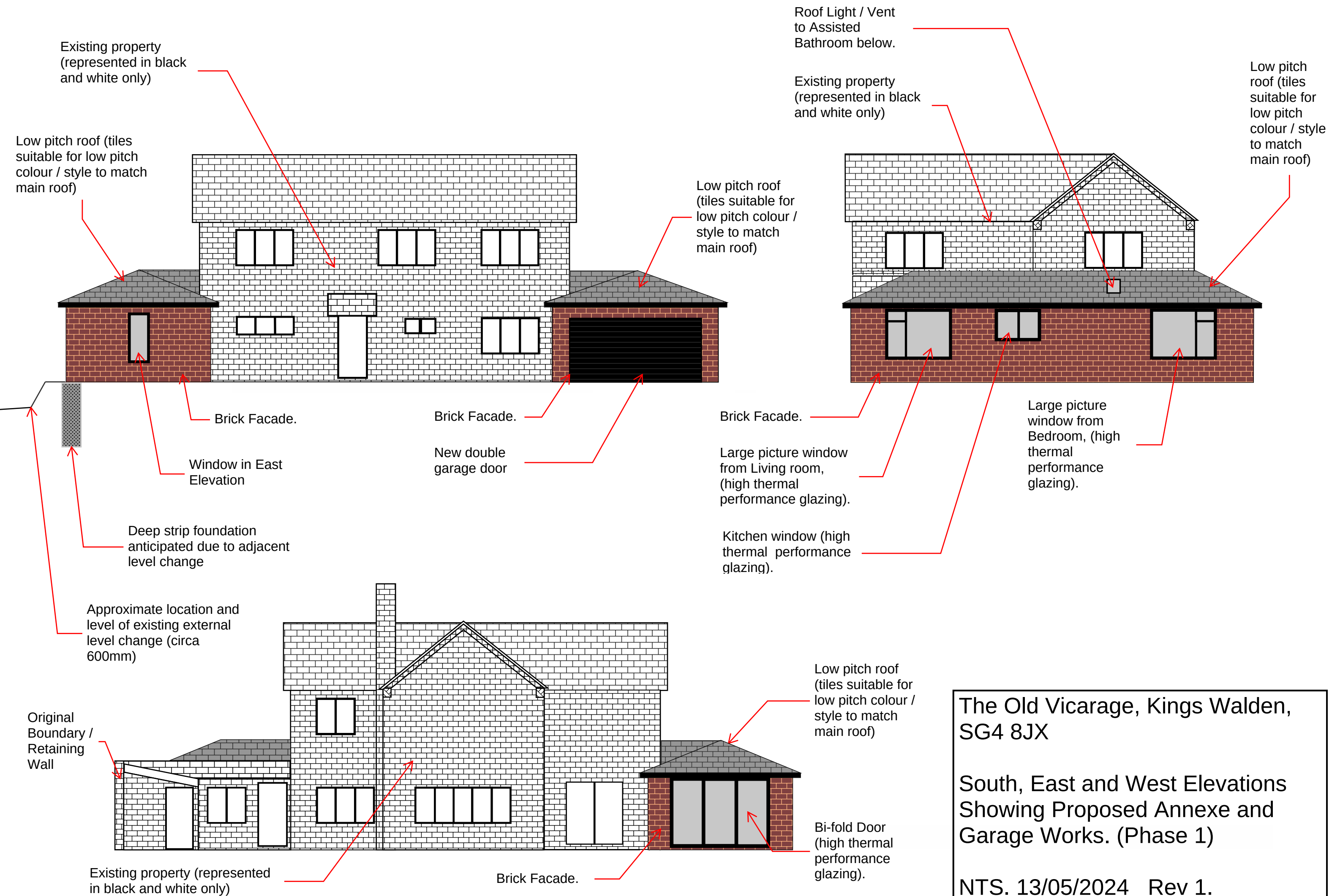
First Floor
Floor Area 1127 m² 12120 ft²

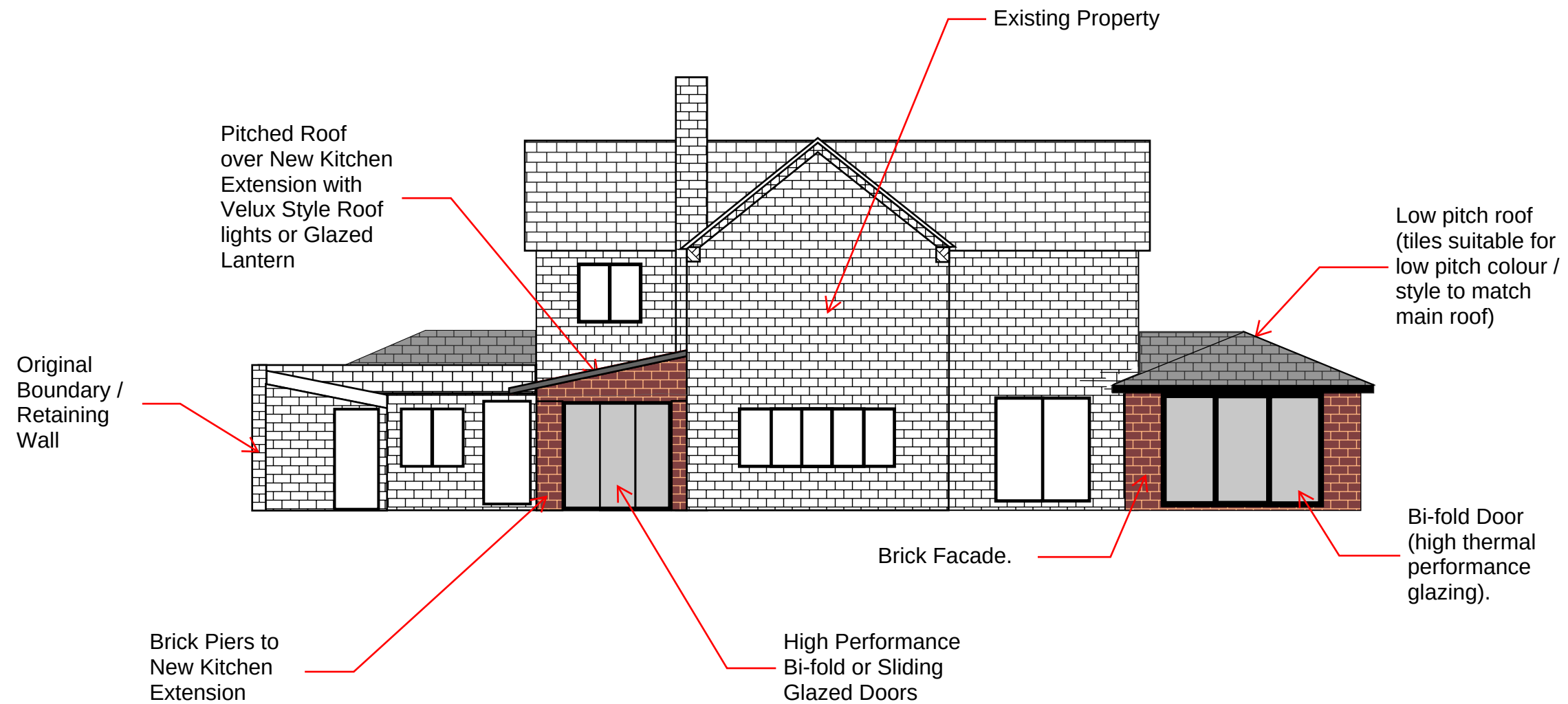


The Old Vicarage, Kings
Walden, SG4 8JX

Existing Plan (NTS)

NTS. 10/03/2024

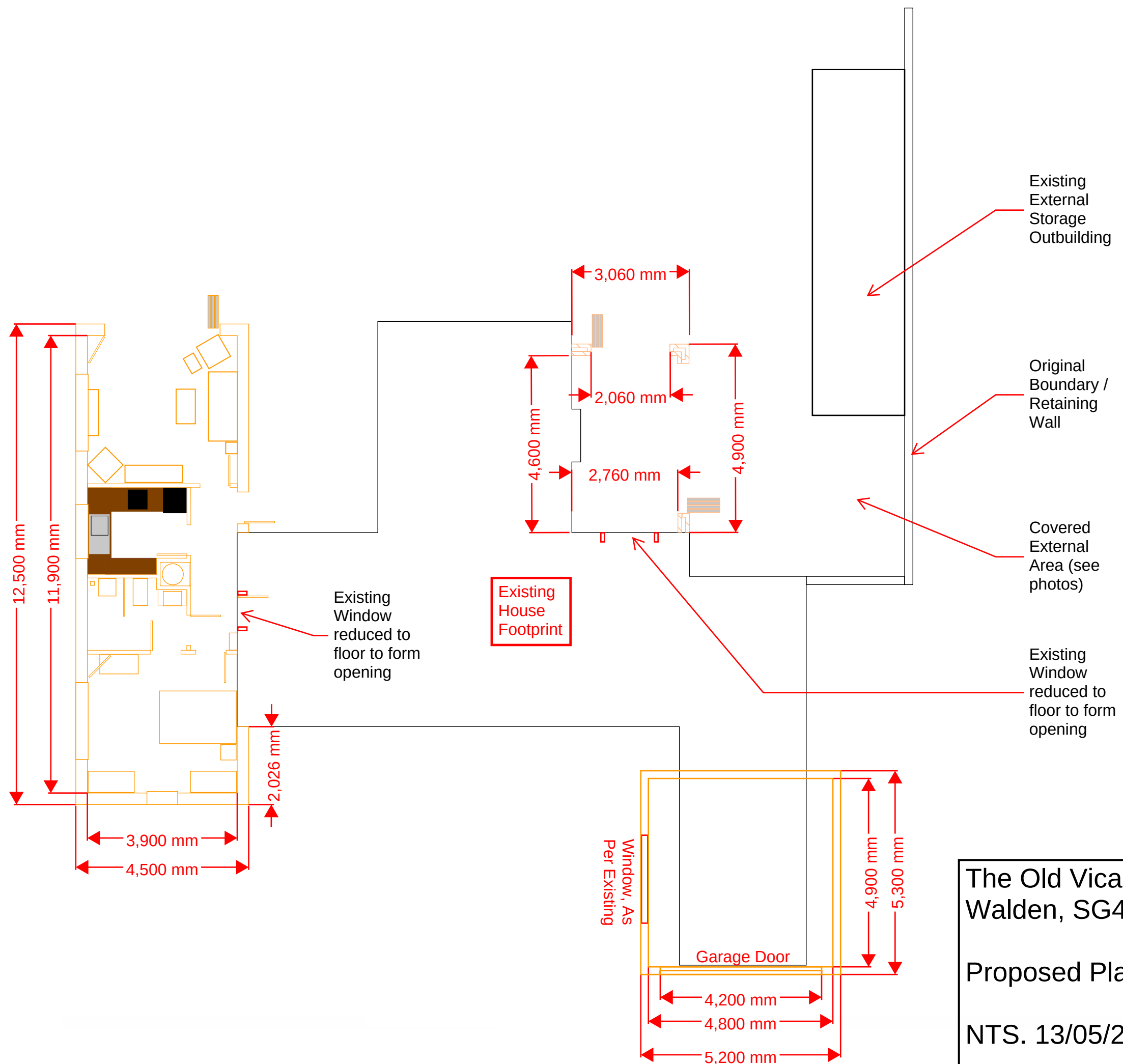




The Old Vicarage, Kings Walden,
SG4 8JX

West Elevation Showing Annexe
and Kitchen Extension (Phase 2)

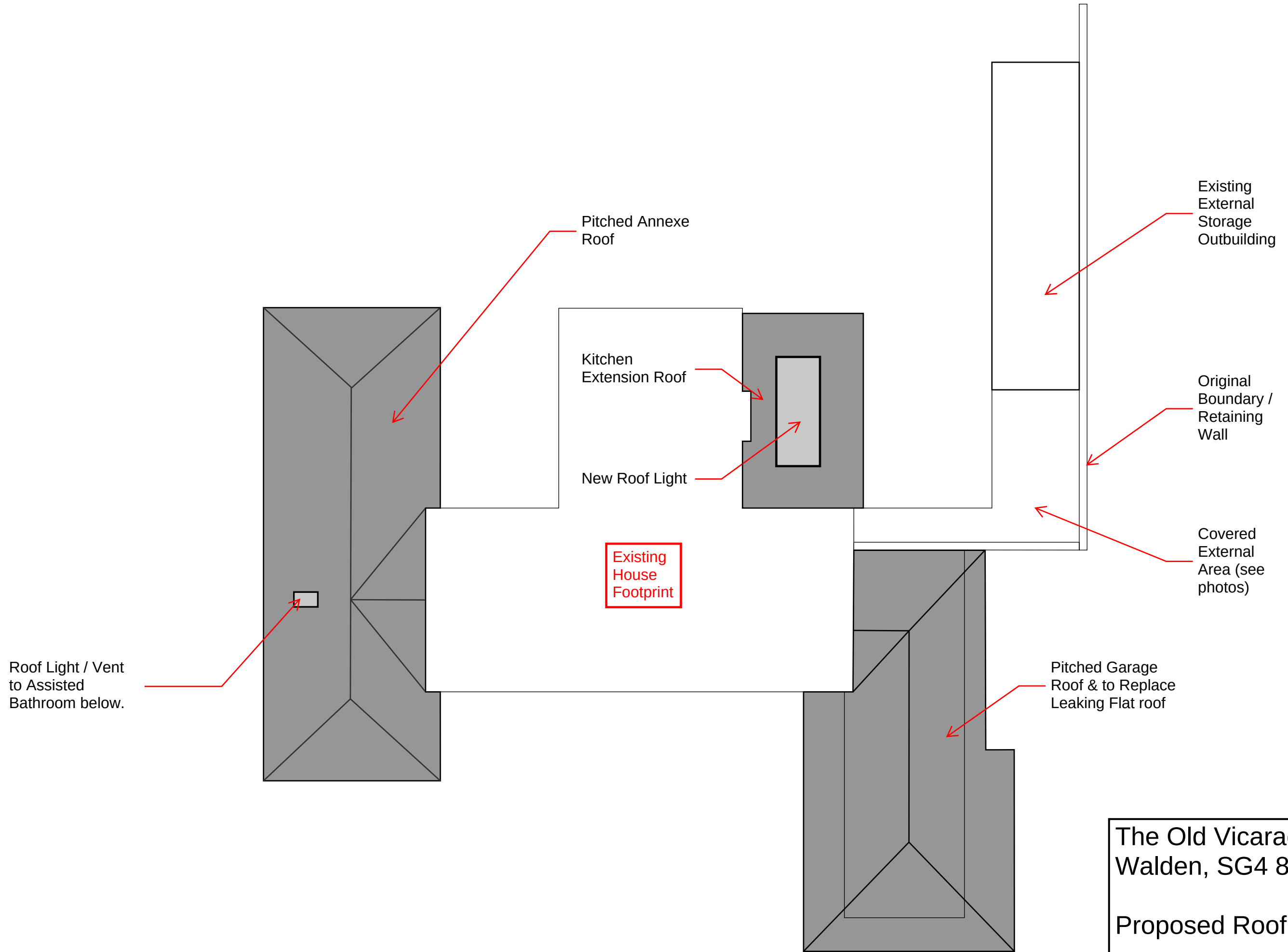
NTS. 13/05/2024 Rev 1.



The Old Vicarage, Kings
Walden, SG4 8JX

Proposed Plan Layouts

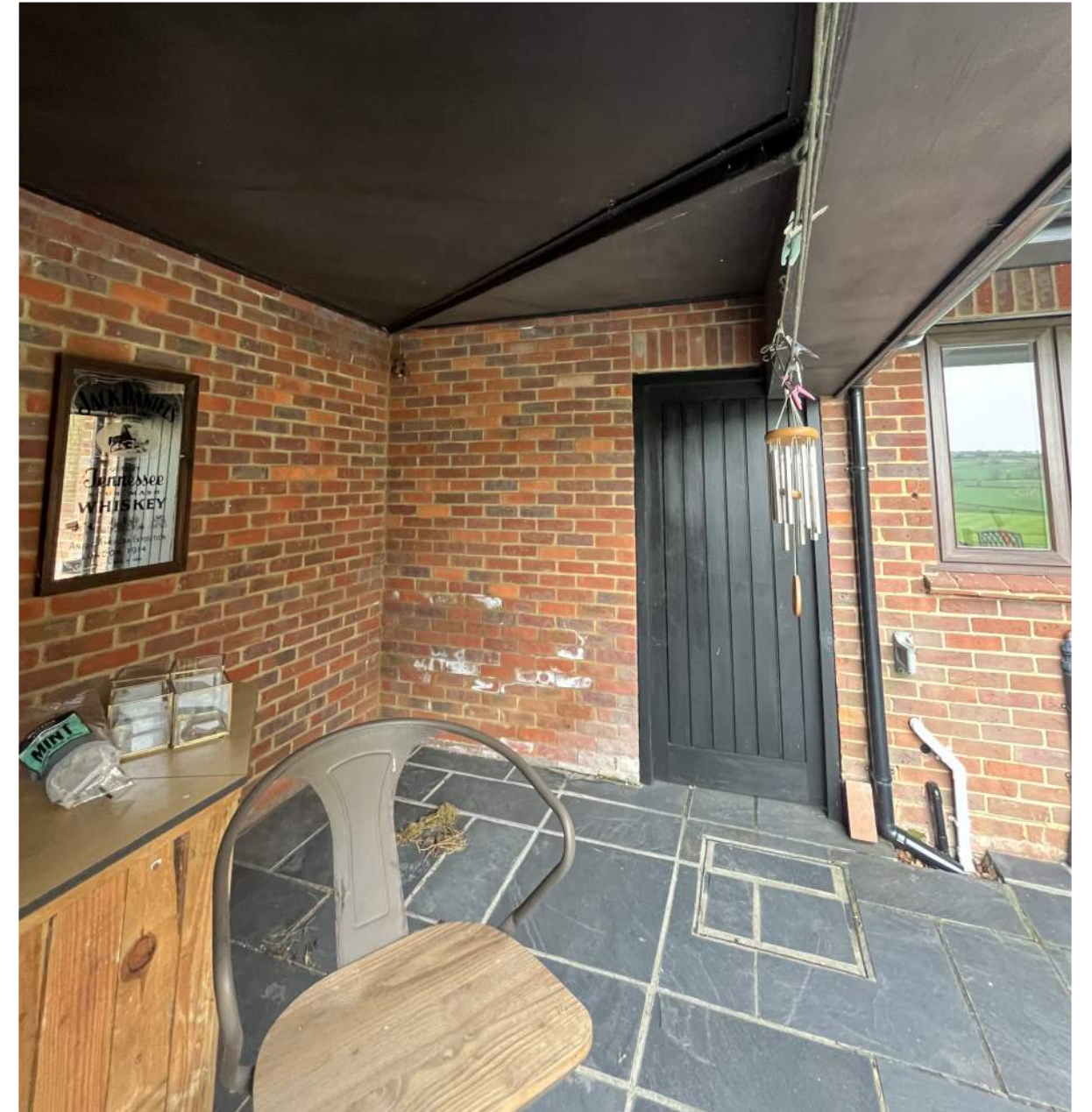
NTS. 13/05/2024 Rev 1.



The Old Vicarage, Kings
Walden, SG4 8JX

Proposed Roof Plans

NTS. 13/05/2024 Rev 1.



The Old Vicarage, Kings
Walden, SG4 8JX

Existing Covered "Bar" Area

NTS. 17/05/2024



The Old Vicarage, Kings
Walden, SG4 8JX

Existing East Elevation

NTS. 10/03/2024



Location of
the Proposed
Single Storey
Annexe

The Old Vicarage, Kings Walden,
SG4 8JX

View along South Elevation from
the East looking West

NTS. 10/03/2024



Area to the North of
the Existing Garage

Plot Boundary

The Old Vicarage, Kings Walden,
SG4 8JX

Area to the North of the Garage
Extension

NTS. 10/03/2024



House Obscured
by Trees.

Existing Garage

The Old Vicarage, Kings Walden,
SG4 8JX

View Looking East towards Property
from Church Road at the end of the
drive.

NTS. 10/03/2024



The Old Vicarage, Kings Walden,
SG4 8JX

View Looking East towards Property
from Existing Properties on Church
Road

NTS. 10/03/2024



The Old Vicarage, Kings Walden,
SG4 8JX

View from opposite side of the road
looking back across the Road
towards the Properties South
Elevation

NTS. 10/03/2024



Existing Building
concealed by Trees.
March 2024

The Old Vicarage, Kings
Walden, SG4 8JX

View East along Church Road
towards Property

NTS. 10/03/2024



West Elevation of
property

South Elevation
obscured by trees to
South West of
property

The Old Vicarage, Kings
Walden, SG4 8JX

View East along Church Road
towards the Old Vicarage.

NTS. 10/03/2024



The Old Vicarage, Kings
Walden, SG4 8JX

Title Site Plan

NTS. 10/03/2024



Official copy of register of title

Title number HD440645

Edition date 08.08.2018

- This official copy shows the entries on the register of title on 07 MAR 2024 at 11:24:38.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 07 Mar 2024.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Leicester Office.

A: Property Register

This register describes the land and estate comprised in the title.

HERTFORDSHIRE : NORTH HERTFORDSHIRE

- 1 (19.04.2005) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being The Vicarage, Church Road, Kings Walden, Hitchin (SG4 8JX).
- 2 (19.04.2005) The land has the benefit of the following rights granted by a Conveyance of the land in this title dated 4 June 1968 made between (1) Sir Thomas Henry Milborne Swinnerton Pilkington (Grantor) (2) The Church Commissioners For England (Commissioner) and (3) The Reverend Norman Ernest Stephen Johnson (Incumbent):-

"(1) the right to enter with workmen on to the land of the Grantor lying to the south of the land hereinbefore conveyed for the purpose of laying a four inch pipe with two manholes in the position indicated by a brown line on the plan annexed hereto to connect with the existing outfall drain laid beneath the said land (2) the right of drainage through the said pipe from the septic tank to be constructed under the land hereinbefore conveyed and (3) the right to enter upon the said land of the Grantor lying to the south of the land hereinbefore conveyed (upon giving prior notice to the Grantor) to carry out any necessary works of repair and maintenance to the said pipe....."

NOTE: Copy plan filed.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (08.08.2018) PROPRIETOR: VICTOR MURRAY VERMEIREN of The Old Vicarage, Church Road, Kings Walden, Hitchin SG4 8JX.
- 2 (08.08.2018) The Conveyance dated 4 June 1968 referred to in the Property Register contains purchasers personal covenant(s) details of which are set out in the schedule of personal covenants hereto.

The Transfer to the present proprietor contains a covenant to observe

B: Proprietorship Register continued

and perform the aforesaid covenant, together with those referred to in the Charges Register, and of indemnity in respect thereof.

- 3 (08.08.2018) The value stated as at 8 August 2018 was £800,000.
- 4 (08.08.2018) RESTRICTION: No disposition of the registered estate by the proprietor of the registered estate is to be registered without a written consent signed by the proprietor for the time being of the Charge dated 31 July 2018 in favour of Clydesdale Bank PLC referred to in the Charges Register.

Schedule of personal covenants

- 1 (19.04.2005) The following are details of the personal covenants contained in the Conveyance dated 4 June 1968 referred to in the Proprietorship Register:-
- "THE Incumbent hereby covenants with the Grantor that he the Incumbent will erect and for ever after maintain a fence of cleft chestnut posts or palings not less than four feet in height along the north-east boundary of the land hereinbefore conveyed and also to maintain the existing close boarded fence along the north-west boundary of the land hereinbefore conveyed."

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (19.04.2005) A Transfer of the land in this title dated 23 December 2004 made between (1) The Right Reverend Father In God Christopher By Divine Permission Lord Bishop Of St Albans (Transferor) and (2) Victor Murray Vermeiren and Helen Vermeiren (Transferees) contains the following covenants:-
- "The Transferees to the intent and so as to bind (as far as practicable) the Property into whosoever hands the same may come and to benefit the Retained Land and every part thereof jointly and severally covenant with the Transferor in his corporate capacity and his successors and also by way of separate covenant with the Incumbent and his successors as follows:-
- (a) That the Transferees will not at any time hereafter call or designate the property or any part thereof or permit the same to be called or designated by any name which might suggest that the property is owned or occupied by the Incumbent.
- (b) That neither the property nor any part thereof nor any existing or future building thereon or on any part thereof shall at any time hereafter be used for a place of amusement tavern hotel in or public house or for any illegal or immoral purposes nor shall any spirituous or fermented liquors at any time be sold in or upon the property or any part thereof and that no act deed matter or thing shall at any time be done suffered or permitted in or upon the property or any part thereof which may be or become a nuisance annoyance or disturbance to the Incumbent or his successors."
- NOTE: The Retained land above referred to means the Church and Churchyard of St Mary, King's Walden.
- 2 (08.08.2018) REGISTERED CHARGE dated 31 July 2018.
- 3 (08.08.2018) Proprietor: CLYDESDALE BANK PLC (Scot. Co. Regn. No. SC001111) of Mortgage Services, P.O. Box 3105, Clydebank, Glasgow G60 9AU.

End of register

These are the notes referred to on the following official copy

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

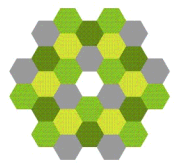
This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 07 March 2024 shows the state of this title plan on 07 March 2024 at 11:24:38. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. This title is dealt with by the HM Land Registry, Leicester Office .

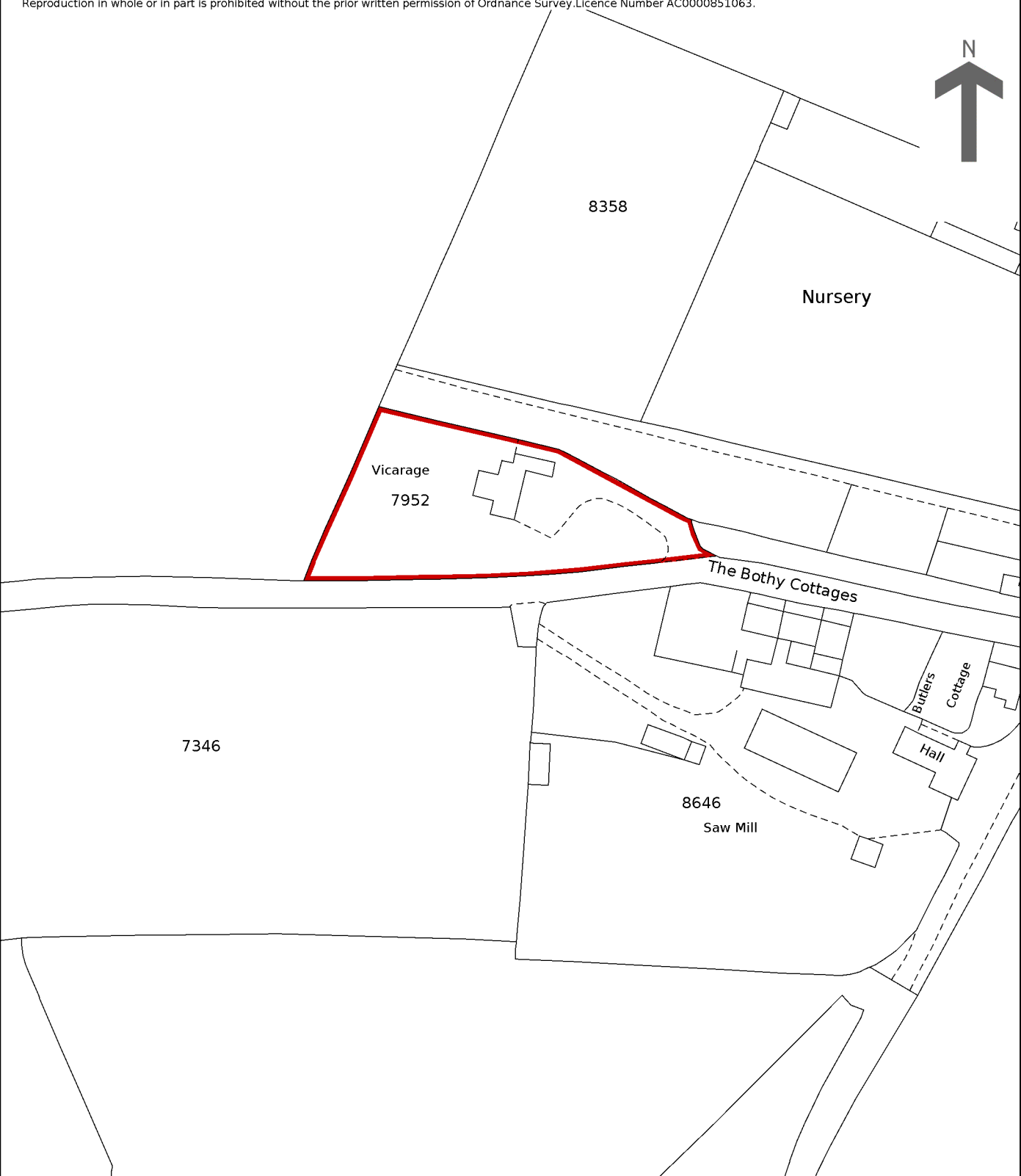
HM Land Registry

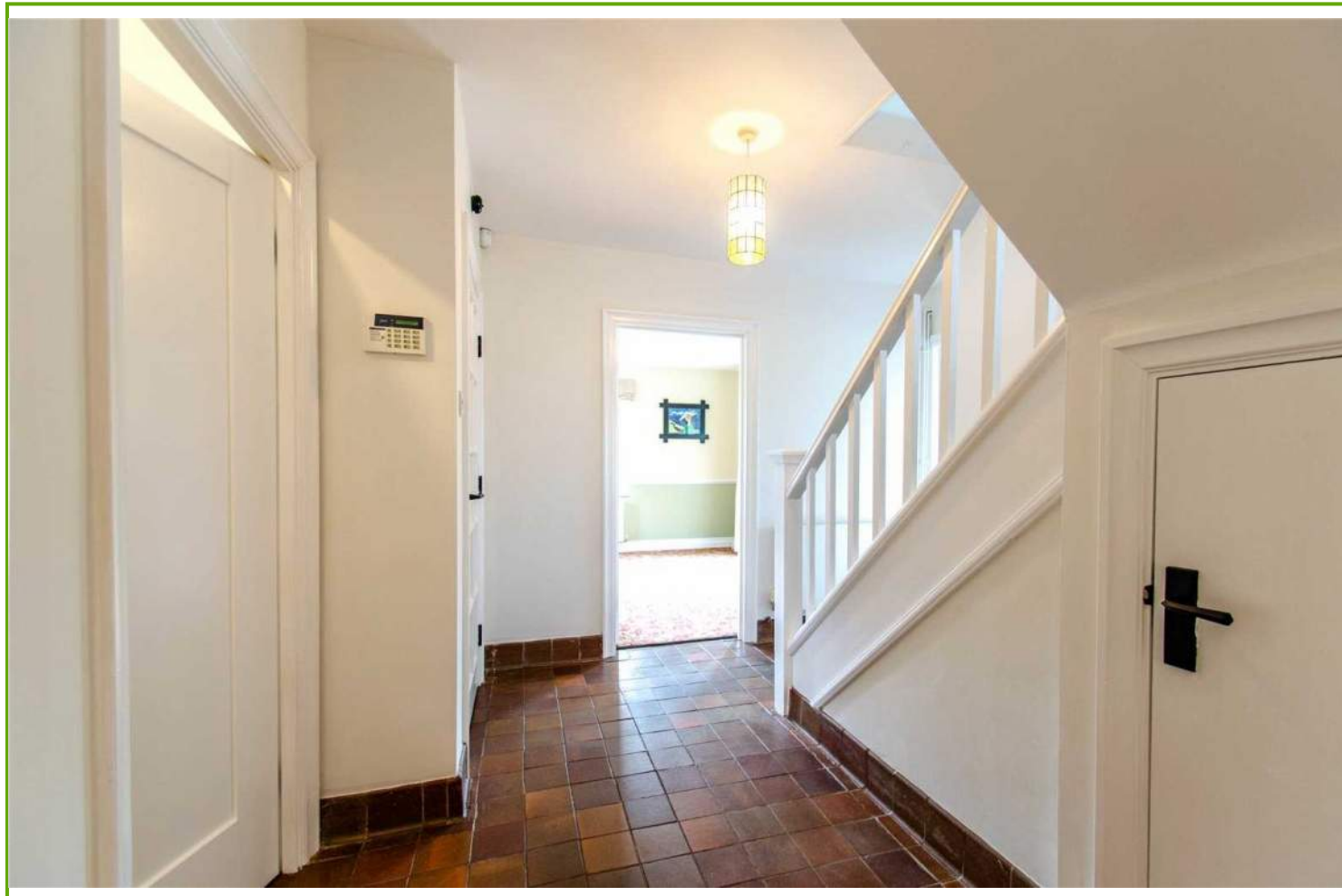
Official copy of title plan

Title number **HD440645**
Ordnance Survey map reference **TL1523NE**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Hertfordshire : North
Hertfordshire**



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The Old Vicarage, Church Road,
Kings Walden, Hitchin,
Hertfordshire, SG4

The Old Vicarage, Church Road, Kings Walden, Hitchin, Hertfordshire, SG4

Council Tax Band:
EPC Rating: D
Local Authority:

Storage
~~Studio~~
7'5" x 15' (2.26m x 4.57m)

Bedroom
16'8" x 14'10" (5.08m x 4.52m)

Bedroom
11'4" x 8'8" (3.45m x 2.64m)

Bedroom
14'8" x 10'8" (4.47m x 3.25m)

Bedroom
7'10" x 9'8" (2.4m x 2.95m)

Nestled within an expansive private location, this splendid family home is a true oasis of peace and tranquillity, with picturesque surroundings and plenty of outdoor space. Concealed by many trees and luxuriant greenery, this hidden gem remains unseen from the road, offering an unmatched level of privacy and exclusivity.

A sense of serenity instantly greets you as you descend the extended driveway, lined with surrounding trees that gracefully arch...

Kitchen
13'1" x 14'8" (4m x 4.47m)

Dining Room
14'8" x 10'11" (4.47m x 3.33m)

Lounge
14'7" x 22'5" (4.45m x 6.83m)

Utility Room
8'11" x 7'6" (2.72m x 2.29m)

Garage
9' x 16' (2.74m x 4.88m)

Bar Area
7'5" x 12'9" (2.26m x 3.89m)



For full EPC please contact the branch.

