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Design and Access Statement

For

Proposed residential extension, comprising an infill, a first-floor extension above the existing garage, and two-storey rear works to create a two-bedroom ancillary accommodation while retaining a five-bedroom family home.

At

Dalkeith, Pottersheath Rd, Codicote, Welwyn, AL6 9ST



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1. Introduction

- 1.1. This Design and Access Statement has been prepared on behalf of our Client to support an application for full planning permission at Dalkeith, Pottersheath Rd, Codicote, Welwyn, AL6 9ST:

“Proposed residential extension, comprising an infill, a first-floor extension above the existing garage, and two-storey rear works to create a two-bedroom ancillary accommodation while retaining a five-bedroom family home.”

- 1.2. The applicants are seeking to adapt their home to accommodate their aging parents by creating high-quality, future-proofed ancillary accommodation.
- 1.3. The purpose of this Statement is to demonstrate how the proposed development will contribute positively to local housing needs by providing a two-bedroom ancillary accommodation unit for aging parents, while retaining a five-bedroom family dwelling. The design respects the existing character, scale, and quality of the surrounding area and remains appropriate to the generous plot size.
- 1.4. The Statement outlines the following:
- Section 2 provides a description of the site, including relevant designations and planning history.
 - Section 3 details the proposed
 - Section 4 outlines the applicable local and national planning policies and presents an assessment of the scheme.
 - Section 5 concludes the Statement with a summary of the key points.

2. Site

- 2.1. Pottersheath is a highly sought-after residential area in Codicote, located to the north of the historic village of Welwyn and within convenient reach of Welwyn Garden City. The area is characterised by attractive residential streets, well-maintained gardens, and a peaceful suburban setting, making it an ideal location for family living.
- 2.2. The area benefits from excellent local amenities, including a variety of shops, restaurants, and leisure facilities. Welwyn Garden City offers extensive shopping and leisure options, including John Lewis, Waitrose, and the Howard Centre.
- 2.3. The property is located one mile from Junction 6, providing easy access to London, the Midlands, and surrounding towns. Knebworth mainline station is approximately 2 miles to the north, offering a direct 21-minute service to London during peak times. Welwyn North and Welwyn Garden City Railway Stations are also within 5 miles. Knebworth mainline station is approximately a seven-minute drive, offering a direct 21-minute service to London during peak times.
- 2.4. The property is also in good proximity to high-quality private and state schools, including Heathmount School and Sherrardswood School.
- 2.5. Figure 1, taken from the 2025 Google Maps satellite image, identifies the site’s location—indicated by a red dot—within the broader context of Codicote, including its proximity to the Knebworth train station.

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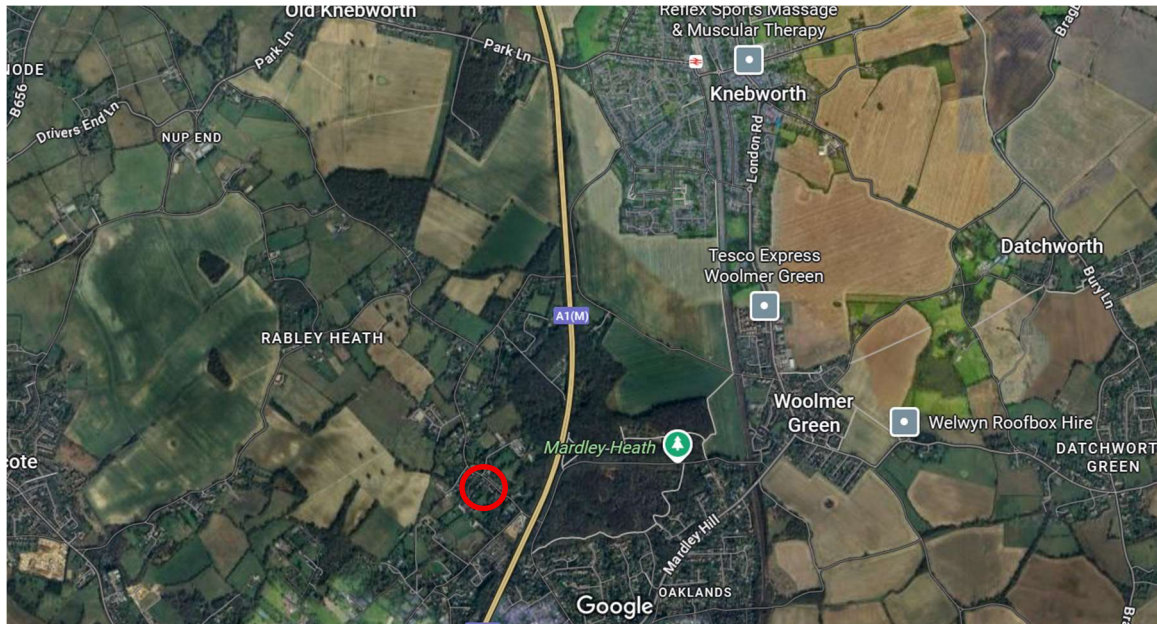


Figure 1 – 2025 Google Maps satellite image of site location

- 2.6. The property is on Pottersheath Rd, Codicote. Pottersheath Road is a quiet, semi-rural lane lined with well-spaced, upscale homes set on generous plots. The housing along the road is predominantly detached, including a mix of large modern properties and traditional cottages, reflecting the area's affluent character and peaceful, countryside setting.



2025 Google Maps satellite image of approximate application site

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2025 Google Maps street view image looking south east down Pottersheath Road



2025 Google Maps street view image looking north west up Pottersheath Road

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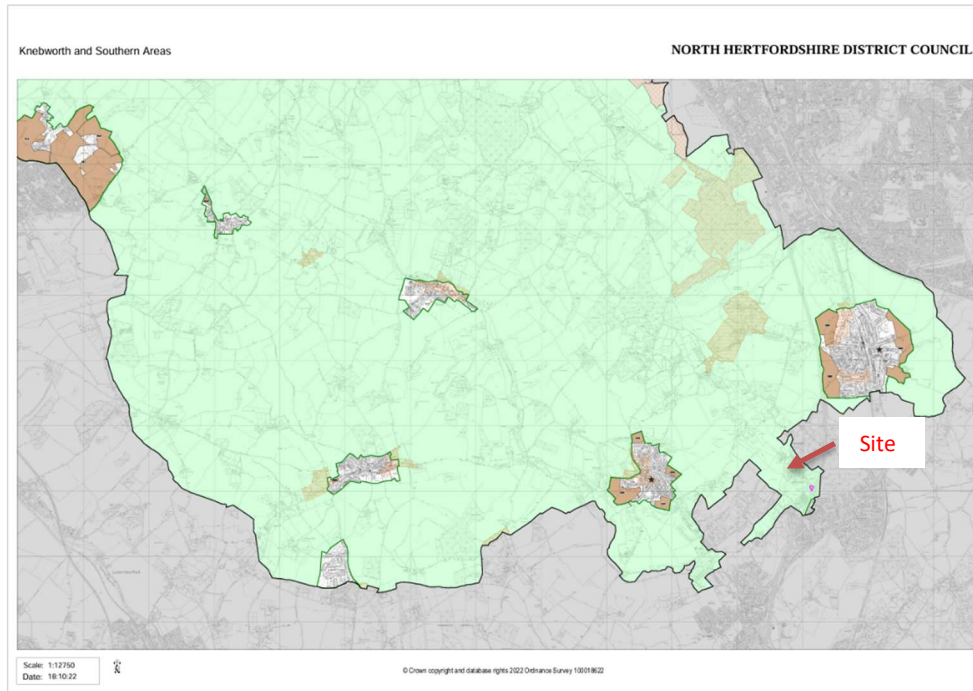
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- 2.7. All areas of the parish outside the identified village development/settlement boundaries and the allocated Gypsy and Traveller sites are within the designated Green Belt. The property is within the designated Greenbelt. The site is not within a conservation area or near any historic buildings, monuments or SSSI's. The site is not within and Air Quality Management Area. The site is within a zone 1 low-risk flood area.



North Hertfordshire Local Plan 2011-2031 Map C Knebworth and Southern Areas

- 2.8. The site is a long-established residential property, and as such, no contaminated land is anticipated.

- 2.9. North Herts District Council's website shows the following historic Planning Applications: -

- Ref. No: 02/00993/1HH | First floor extension to existing garage | Received: Tue 25 Jun 2002 | Validated: Wed 17 Jul 2002 | Refused
- Ref. No: 89/00927/1 | Two storey side extension and garage (detached) | Received: Wed 07 Jun 1989 | Validated: Wed 07 Jun 1989 | Conditional Permission
- Ref. No: 87/01727/1 | Erection of two storey rear extension. (As amended by plans received on 18th Feb & 2 March 1988) | Received: Mon 16 Nov 1987 | Validated: Mon 16 Nov 1987 | Conditional Permission
- Ref. No: 83/00593/1 | Erection of two and single storey extensions, replacement double garage with formation of new vehicular access and closure of existing access. | Received: Fri 15 Apr 1983 | Validated: Fri 15 Apr 1983 | Conditional Permission

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3. Proposed Development

Overview

3.1. The application is for full planning permission for:

‘Proposed residential extension to Dalkeith, Codicote, comprising an infill, a first-floor extension above the existing garage, and two-storey rear works to create a two-bedroom ancillary accommodation while retaining a five-bedroom family home.’

The application proposes the following works to the existing detached dwelling to create additional, future proofed accommodation for an aging parents while also maintaining the dwelling as a spacious family home:

- A ground-floor infill extension connecting the existing garage to the main house and extension above to provide future proofed ancillary accommodation for aging parents, ensuring privacy and comfort.
- A two-storey side extension to the rear of the property to allowing the dwelling to continue functioning as a large 5-bedroom family home while retaining the character and scale of the property.

3.2. The design strategy ensures that the extensions are sympathetic to the existing dwelling and the surrounding context, maintaining the visual integrity of the property and street scene.

Design and Street Scene

- 3.3. The proposed extension follows the form and alignment of the existing property and adopts a traditional design approach in keeping with the character of the dwelling. The existing hipped roof style is retained, and the external walls will consist of brickwork at ground floor level with tile hanging above, consistent with the current material palette. The rear extension incorporates a glazed corner feature at both ground and first floor levels, enhancing the property's connection to the garden and maximising natural views and light.
- 3.4. The size and scale of the proposed works have been carefully considered to remain proportionate to the overall plot size and in harmony with the surrounding properties. The layout respects the established pattern and grain of development along Pottersheath Road, ensuring the proposal sits comfortably within the existing streetscape.
- 3.5. The house benefits from a large plot of circa 1900m². The proposal results in only a modest increase in footprint, from 268m² to 300m², demonstrating a restrained and proportionate approach to development within the site.
- 3.6. The proposed first-floor extension above the existing garage reflects a similar approach taken by the neighbouring property, Wood View, which features a substantial two-storey side element including a first-floor extension above its garage. Wood View maintains a two-storey elevation along the shared boundary. The proposed extension at Dalkeith remains within the footprint of the existing garage, ensuring there is no reduction in separation to the boundary.

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Wood View Front Aerial Photograph



Wood View Rear Aerial Photograph

- 3.7. No changes are proposed to the side elevation facing the northern neighbour, Southern Wood, maintaining the existing relationship and preserving privacy and amenity for both properties.
- 3.8. The extension will use materials that match those of the existing property to maintain architectural continuity and character. The proposed material schedule is as follows:

Element	Material	Description/Specification
External Walls	Brick	Style and colour to match existing
	Tiled	Style and colour to match existing
Windows & Doors	UPVC	Style and colour to match existing
Roof	Tiled	Style and colour to match existing

- 3.9. External lighting will be to match the existing style with porch and external door lights, with proximity and timer controls installed.

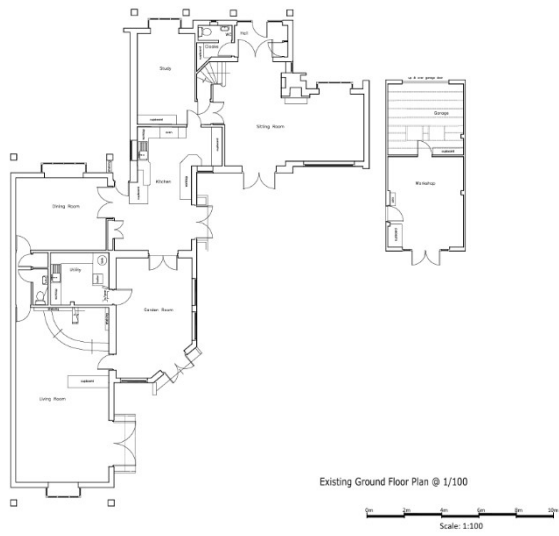
Amenity Space

- 3.10. The property benefits from a substantial private rear garden exceeding 1,100m². Given the modest increase in the building's footprint, the proposal has no significant impact on the available amenity space.

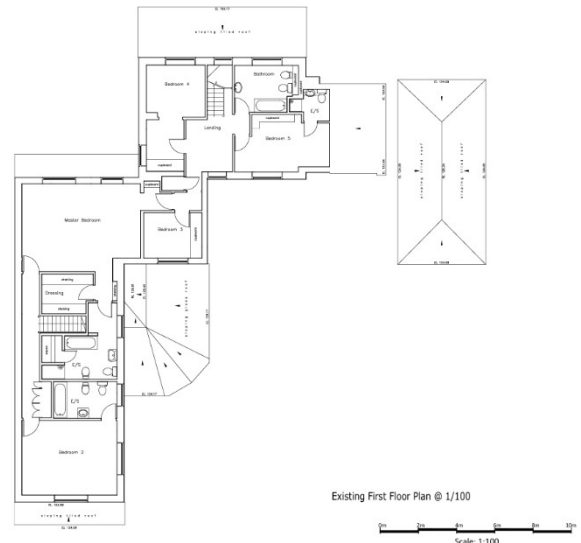
Layout and Internal Space

- 3.11. The existing property is a substantial detached dwelling offering generous ground floor accommodation, including living, dining, kitchen, study, sitting, and conservatory spaces. At first floor level, the property comprises five bedrooms, three of which benefit from en-suite bathrooms, in addition to a separate family bathroom. To the front of the plot is a detached single-storey ancillary building, currently configured as a garage with a workshop to the rear.

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Existing Ground Floor Plan



Existing First Floor Plan

- 3.12. The applicants are seeking to adapt their home to accommodate their aging parents by creating high-quality, future-proofed ancillary accommodation. The existing ancillary garage and workshop are not of sufficient scale or layout to meet this requirement. Therefore, the proposal includes the construction of an infill extension between the main house and the ancillary building, along with a first-floor extension above the existing garage. Together, these elements will form a self-contained two-bedroom annexe.
- 3.13. The annexe will provide an open-plan kitchen/dining area, a study, and a living room on the ground floor. The first floor will comprise two spacious bedrooms, each with its own en-suite bathroom and dressing area. Although the applicants' parents are currently active and mobile, the design has been carefully considered to enable future single-level living. The ground floor study is capable of being converted into a bedroom, and the existing WC has been sized to allow future adaptation into a shower room if required.
- 3.14. As part of the annexe creation, a portion of the existing main dwelling is reconfigured. To ensure the continued functionality of the main house as a five-bedroom family home, the proposal includes a two-storey rear extension. This extension allows for the creation of a large open-plan kitchen, dining, and family space with enhanced connectivity to the rear garden. On the first floor, the family home retains five bedrooms, including three en-suites and one standalone family bathroom.
- 3.15. The proposed rear extension is positioned on the inner rear side elevation of the property, thereby minimising its visual and physical impact on neighbouring dwellings, and preserving the character and scale of the original home.

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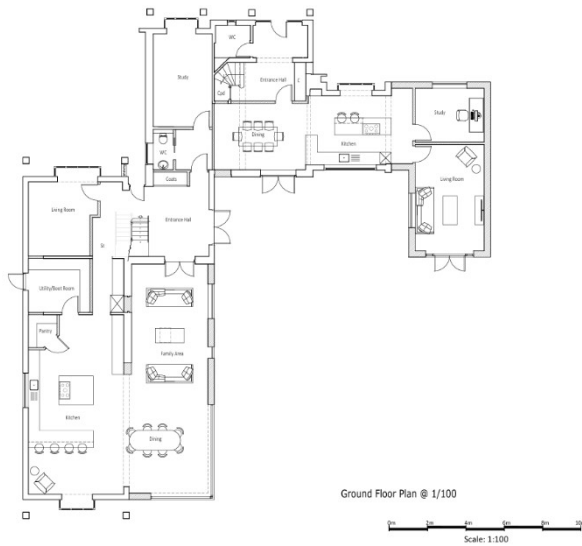
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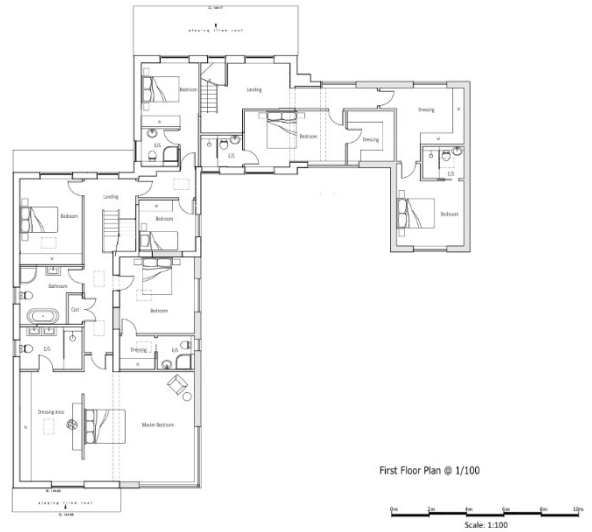
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Proposed Ground Floor Plan



Proposed First Floor Plan

Climate Change

- 3.16. The proposed extension incorporates a range of sustainability and energy efficiency measures aimed at enhancing the overall environmental performance of the existing property. These improvements support both national and local objectives in addressing climate change and reducing carbon emissions.
- 3.17. The design includes the integration of solar panels on the south-east and south-west facing roof slopes to maximise renewable energy generation. The potential installation of an air source heat pump and an electric vehicle (EV) charging point is also being considered to further reduce reliance on fossil fuels and support a low-carbon lifestyle.
- 3.18. Thermal performance will be significantly improved through a range of fabric upgrades, including:
- Replacement of existing windows with high-performance, energy-efficient glazing
 - Full insulation of the new and existing roof spaces
 - Insulation of external walls where practical, to reduce heat loss and improve comfort
- 3.19. These measures are designed to reduce the property's overall energy demand, future-proof the home against rising energy costs, and contribute to broader environmental sustainability goals.

Biodiversity Net Gain

- 3.20. The application site benefits from existing trees and hedgerows along its boundaries. The proposed development has been carefully designed to minimise impacts on on-site biodiversity and to integrate the existing green infrastructure into the overall design.

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Existing Site Plan



Proposed Site Plan

Pollution and Contamination

- 3.21. A desktop study confirms the site has no history of contaminative uses.
- 3.22. External lighting will be downward-facing and low-intensity to avoid light pollution.
- 3.23. The application site does not sit within an Air Quality Management Area (AQMA). The dwelling design also addresses air quality by considering air source heat pumps and EV charging.

Parking and Highways

- 3.24. The proposed works do not require any alterations to the existing access arrangements from Pottersheath Road. The existing site access and layout are considered to offer safe, efficient, and convenient access, with sufficient space available for vehicle manoeuvring, parking, and servicing.
- 3.25. Given the nature and scale of the proposed extension, it is anticipated that there will be no significant increase in vehicle or pedestrian movements to and from the property. Consequently, no adverse or unacceptable impacts on the local highway network are expected.
- 3.26. The property has sufficient existing provision for parking to the front, and no changes are proposed to the existing hardstanding or parking arrangements.

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4. Relevant Planning Policy and Assessment

- 4.1. The proposed development has been carefully assessed in line with national, local, and neighbourhood-level planning policies to ensure it supports sustainable, high-quality, and context-appropriate development. Relevant planning documents include:
- North Hertfordshire District Local Plan 2011–2031, including the Proposals Map
 - Supplementary Planning Documents (SPDs), particularly the North Hertfordshire Parking SPD (2020)
 - National Planning Policy Framework (NPPF, 2023)
 - Codicote Neighbourhood Plan 2024–2031, including the Codicote Design Code (2023)

North Hertfordshire District Local Plan 2011-2031

- 4.2. The key relevant policy areas:
- SP9: Design and Sustainability: The proposal represents a sustainable form of development with energy efficiency improvements, including upgraded thermal performance and the integration of low-carbon technologies.
 - D2: House Extensions and Replacement Dwellings: The scale, design, and materials of the extension are consistent with the existing dwelling and the character of the area.
 - HS3: Housing Mix: The creation of a two-bedroom annexe addresses local housing needs by providing adaptable living space suitable for multi-generational families.
 - T2: Parking: The scheme retains sufficient off-street parking and allows for the provision of an EV charging point in accordance with adopted parking standards.

National Planning Policy Framework (NPPF)

- 4.3. The proposal supports the NPPF's aims to make effective use of land, respond to local character, promote high-quality and inclusive design, and meet housing needs (Paragraphs 119, 124, and 130). The proposal aligns with key principles and chapters, supporting the Government's vision for sustainable development:
- Chapter 2: Achieving Sustainable Development: The development promotes the three overarching objectives of sustainable development - economic, social, and environmental. It supports social sustainability by providing adaptable, high-quality ancillary accommodation to meet the needs of aging family members while retaining a five-bedroom family home. Environmentally, it incorporates energy efficiency measures and renewable technologies to reduce carbon emissions.
 - Chapter 5: Delivering a Sufficient Supply of Homes: By creating additional residential accommodation through a self-contained annexe within the existing property's curtilage, the proposal contributes to the supply of diverse housing options, including accessible, multi-generational living, without the need for new housing land.
 - Chapter 11: Making Effective Use of Land: The proposal makes efficient use of the site by extending within the curtilage of the existing dwelling and repurposing ancillary space, thereby optimising land use in an established residential area while respecting local character and amenity.
 - Chapter 12: Achieving Well-Designed Places: The design reflects the local context and complements the host dwelling and neighbouring properties through careful attention to scale, massing, materials, and roof form. It improves internal and external connectivity and amenity, fostering a high-quality living environment consistent with the character of the area.

Codicote Neighbourhood Plan 2024–2031

- 4.4. The proposal has been developed in accordance with the emerging Codicote Neighbourhood Plan, which is due to go to referendum in August 2025 and carries increasing weight in planning decisions.

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- 4.5. The proposal positively contributes to local housing needs, maintains the character of Codicote, and upholds the spatial and environmental principles outlined in the Codicote Neighbourhood Plan and supporting Design Code.
- 4.6. It meets the following key policy objectives and design guidance:
- Policy COD1: Design of New Development: The proposal is well-integrated with the existing dwelling and complements the surrounding built form through its use of traditional materials, hipped roof forms, and high-quality detailing.
 - Policy COD2: Residential Extensions and Ancillary Buildings: The scale and positioning of the extension and annexe respect the character of the plot and neighbouring properties. The proposed two-bedroom ancillary accommodation is future-proofed for accessibility, meeting long-term family needs.
 - Policy COD4: Climate Change and Sustainability: The design incorporates energy efficiency upgrades, solar panels, and provision for an air source heat pump and EV charging, supporting the Plan's goal of reducing carbon emissions and encouraging sustainable living.
 - Design Code (2023): The development aligns with guidance on plot rhythm, scale, roof forms, material palettes, and green infrastructure. Existing trees and hedgerows are retained, and the proposal has minimal visual impact from the street scene.

5. Conclusion

- 5.1. The proposed development at Dalkeith, Pottersheath Road, Codicote, seeks full planning permission for a sensitive and well-designed extension to create a two-bedroom ancillary accommodation for aging parents while retaining the existing five-bedroom family home. The scheme includes a ground-floor infill, a first-floor extension above the garage, and a two-storey rear extension, all carefully designed to respect the scale, character, and setting of the property and its generous plot.
- 5.2. Sustainability has been a key consideration, with integrated energy efficiency improvements such as solar panels, high-performance glazing, enhanced insulation, and provision for low-carbon technologies including an air source heat pump and EV charging point. The development also safeguards existing biodiversity by retaining boundary trees and hedgerows, minimising environmental impact.
- 5.3. The site benefits from local amenities and transport links, supporting multi-generational living within a well-established residential area. The proposal complies with relevant planning policies, including the North Hertfordshire Local Plan, the emerging Codicote Neighbourhood Plan, and the National Planning Policy Framework, addressing design quality, housing needs, sustainability, and parking standards.
- 5.4. In conclusion, this proposal delivers a thoughtful, sustainable, and future-proofed response to the family's needs, enhancing local housing supply without detracting from the character or amenity of the area. It represents a positive and compliant development that merits approval.

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