



Broadcroft (270)

March 2026
Planning Document
Design and Access Statement
PART 1/2
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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 Summary

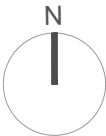
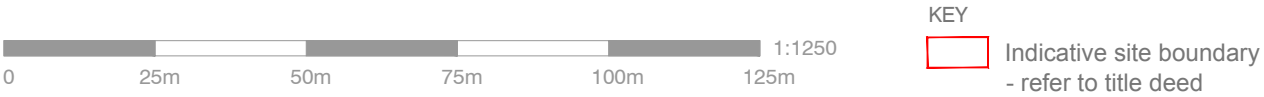
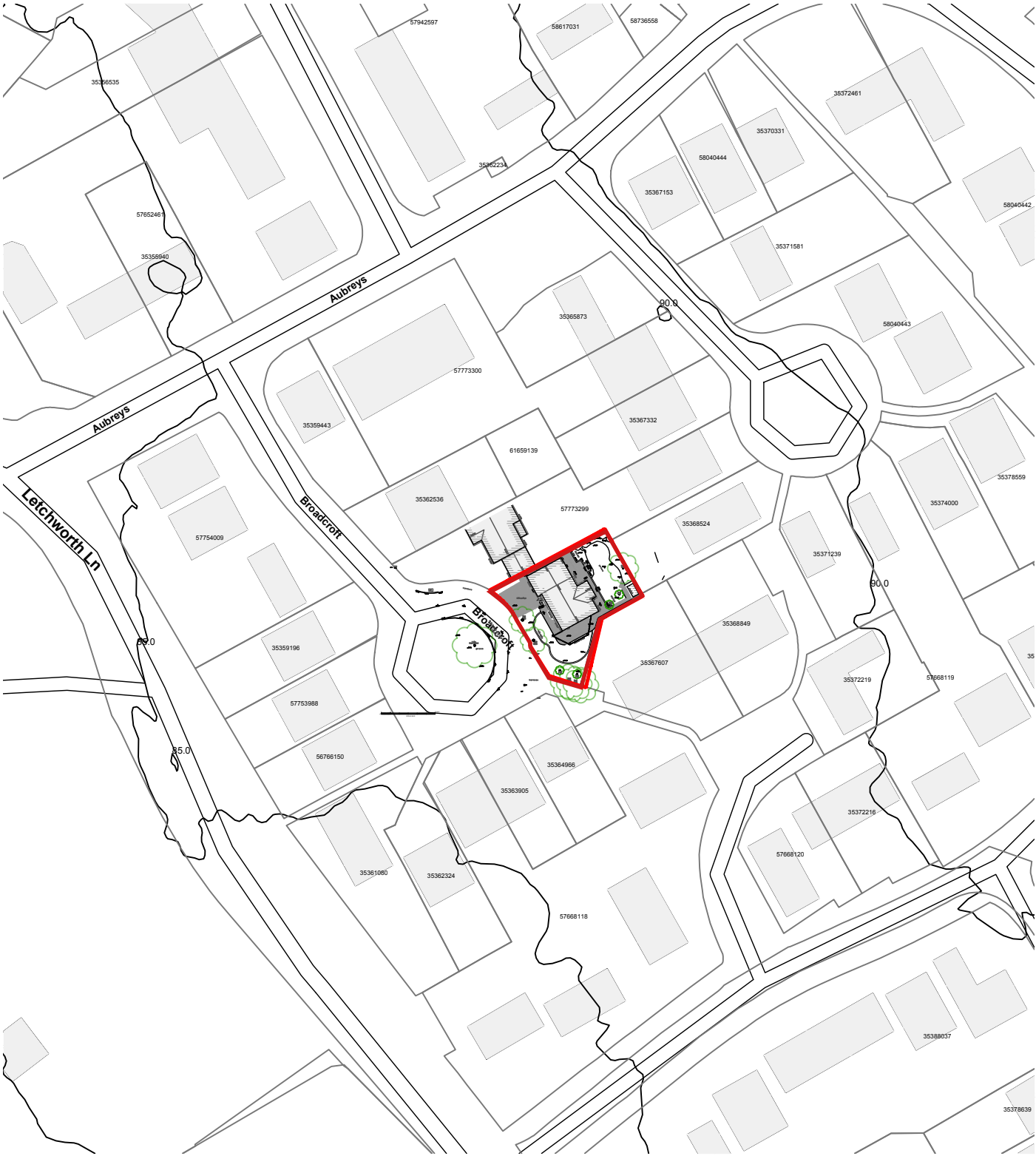
1.1 Summary of the Proposal

The following is a description of the proposals:

- The erection of a new single-storey rear extension.
- The replacement of the existing garden shed and pergola with new outdoor fire place, storage, and canopy structure. The upgrade of the existing patio with new paving and associated landscaping.
- To the front of the property, the proposal include the replacement of the windows and the entrance door, as well as a change of use of the garage. The latter involves a new door and timber cladding to close and insulate the existing bay of the car door.
- New and replacement windows and glazed doors to the side and rear elevations.
- New roof lights to the rear (North) side of the existing pitched roof.
- New solar panel on the existing garage's roofs and main buildings' pitched roof.
- Roof works including the re-tiling and insulation of the existing roof.
- New heating system (Air Source Heat Pump), MVHR system and associated upgrades.
- Reconfiguration of internal layout and structures



Source - Google map (c) Google 2026 (Not to scale)
Ownership boundary indicative, refer to title deed.



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3 Broadcroft
SG6 3UA, Letchworth Garden City

Job No.
270 Location Plan as Existing

Stage 3
Status: Planning

001

REVISION: A

Scale
1:1250 @A3

1.2 Site history, building description, and use

The property is currently a private residence. It was constructed between 1960 and 1980, likely in the early 1970s, as part of the wider Manor Park Estate development.

The dwelling is a two-storey detached building with an attached single-storey garage. It is set within gardens to three sides: partially to the front, along the south side, and to the rear.

Architectural features are typical of mid-20th-century housing in this area of Letchworth Garden City, including white-framed windows, white fascia boards on the front brick façade, and a pitched tiled roof. The property is representative of the character and materials commonly found within the estate.



Fig.1

Source:
Fig.1 - Google Earth 2026
Fig.2 - Source: Letchworth Garden City Heritage Foundation, (c) Garden City Collection
Fig.3 & Fig 4 - Digimap (C) historic

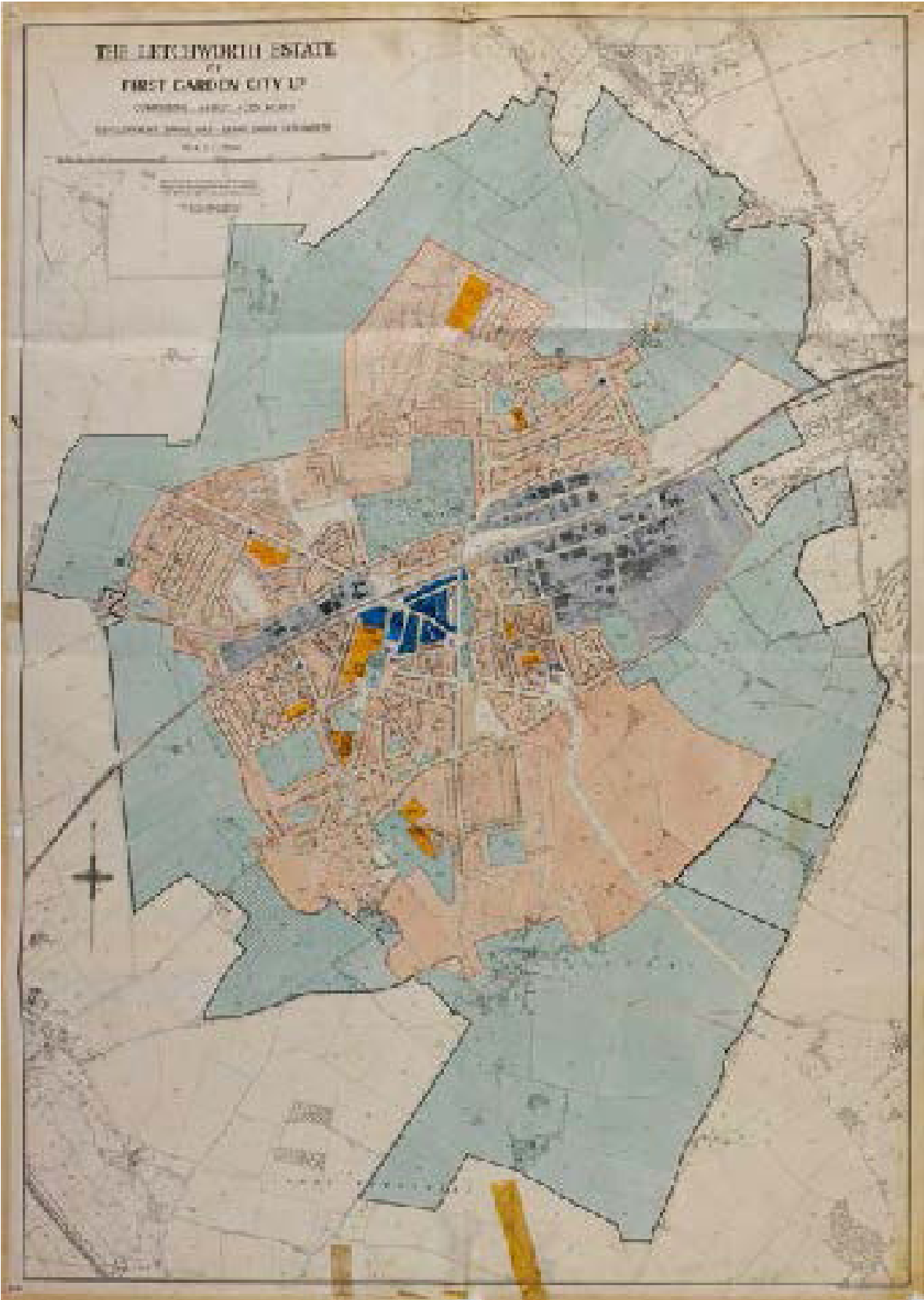


Fig.2

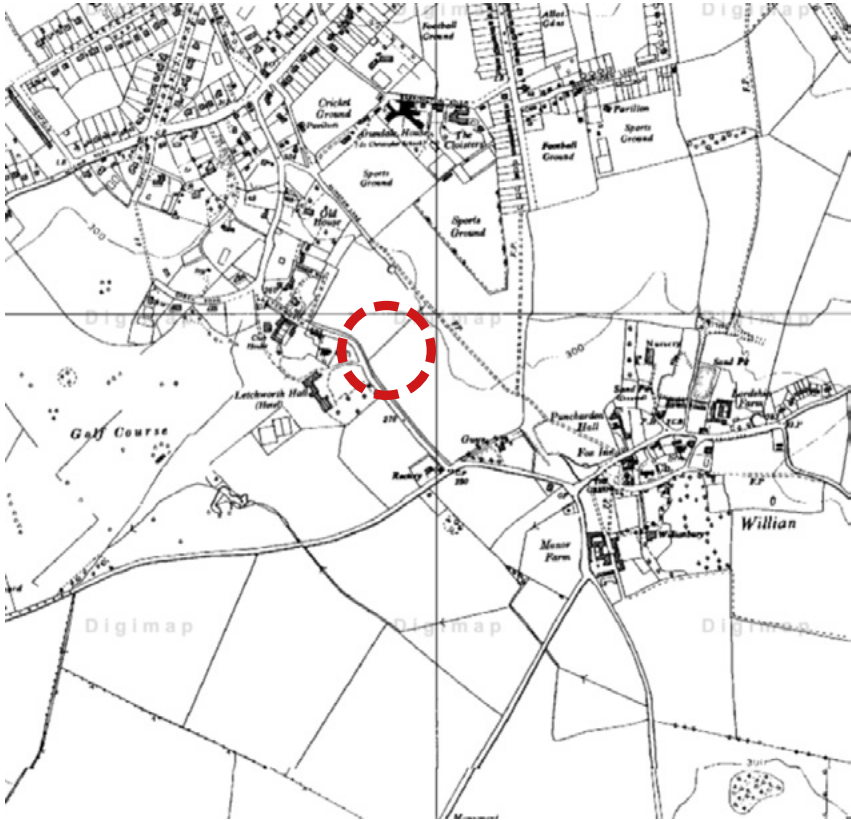


Fig.3

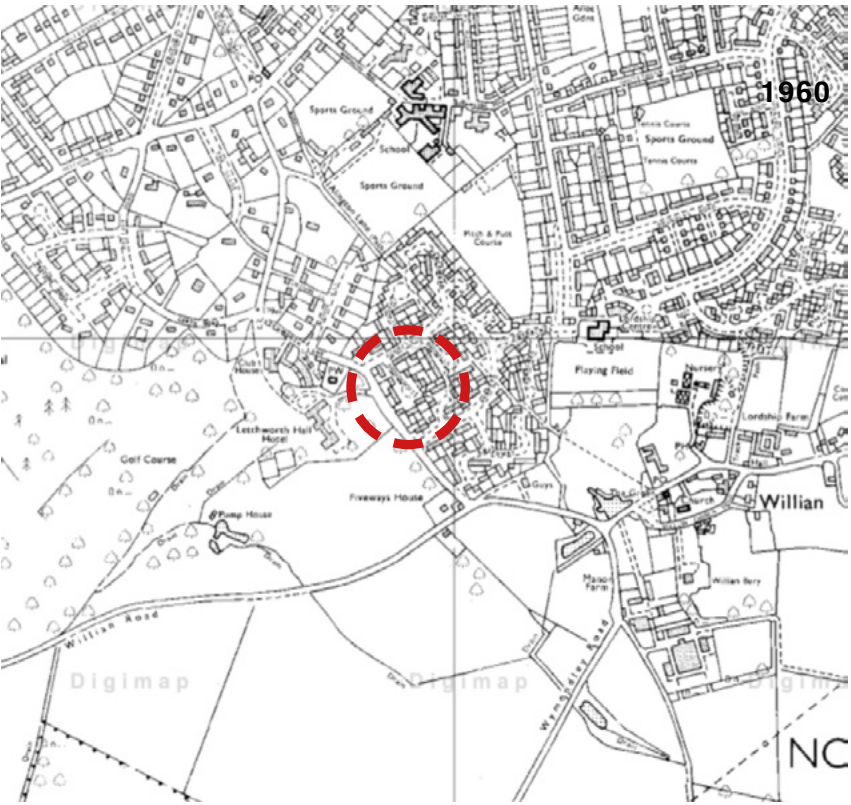


Fig.4

1980

1.3 Condition of the existing building

Internal Layout and Condition

- Currently, the kitchen, dining space, and living room are contained within separate rooms. The long route from the kitchen to the living room, separated by the staircase, limits usability, wastes space, and reduces incoming sunlight and daylight. This layout also restricts the connection between the living spaces and the garden.
- The utility room and the adjacent study/storage room are the only two spaces that provide direct access to the rear garden. These rooms are rarely used, and combined with the current ground floor configuration, this results in a limited connection between the main living spaces and the garden.
- The existing garage is used mainly for storage, and a more efficient layout could significantly improve the use of this space.
- The existing ground floor toilet is tight, and the house’s plumbing and heating systems are old, with known leakage issues and in need of replacement.

External layout and condition

- The property features a uniform yellow facing brick finish laid in stretcher bond across all external façades. The brickwork is generally in good to moderate condition.
- The existing white-coloured fascias are constructed of timber or crocidolite, while the vented soffits are made of timber, vinyl/uPVC, or aluminium.
- Rainwater goods are light grey and white PVC.
- The white uPVC windows and glazed doors are in moderate condition. Replacement is recommended to improve energy performance and thermal efficiency.



Front Facade (South-West)
Approach view from driveway



Front Facade (South-West)
View from garden



Side Facade (South-East)
View from garden



Rear Facade (North-East)
View from rear garden



Side Facade (North-West)
View from rear garden



Rear garden, existing garden shed

1.3 Condition of the existing building

Front (South-West Elevation)

- The main entrance door is glazed and features additional fixed glazing on its sides, which impacts privacy.
- The first-floor windows are divided into two or three sections by transoms. The upper transom sections may pose issues for means of escape and make manual ventilation difficult, as these openings are positioned high and are hard to reach.
- Access to the garage is via a white metal sectional garage door.
- A large portion of the ground floor façade, including the existing living room window, is screened by a dense 2m-high hedge.

Side (South-East Elevation):

- There is an existing timber pergola attached to the South-East façade.
- There are no gates between the public street and the side garden, resulting in a lack of privacy; people can, and have, entered the side garden without being invited.

Rear (North-East Elevation):

- The rear elevation currently has limited connection with the garden due to its fragmented form and recessed elements, which create a series of distinct, disconnected areas within the garden.



Side Facade (South-East)



Rear Facade (North-East)

1.3 Condition of the existing building

The current state of the house:

- Many of the existing fixture/parts are now coming to the end of their lifecycle or stopped working properly due to the past poor workmanships.
- Some fixtures started to collapse (e.g. 40+ years old water pipes running through the house) or worn out beyond repair (e.g. Duct connecting the toilet and the sewer, Lock/key system of some doors and windows).
- Tactical solutions/Quick fixes are not always available for these problems, and some fixtures (e.g. Ground floor toilet, Ceiling lights and radiator/heating system in the area of water leakage risk) are currently not in use due to the safety or hygiene concern.
- Many of these issues are contributing to the significant heat loss and energy inefficiency, and this trend will accelerate as more and more fixtures/parts are becoming partially or entirely unfunctional.

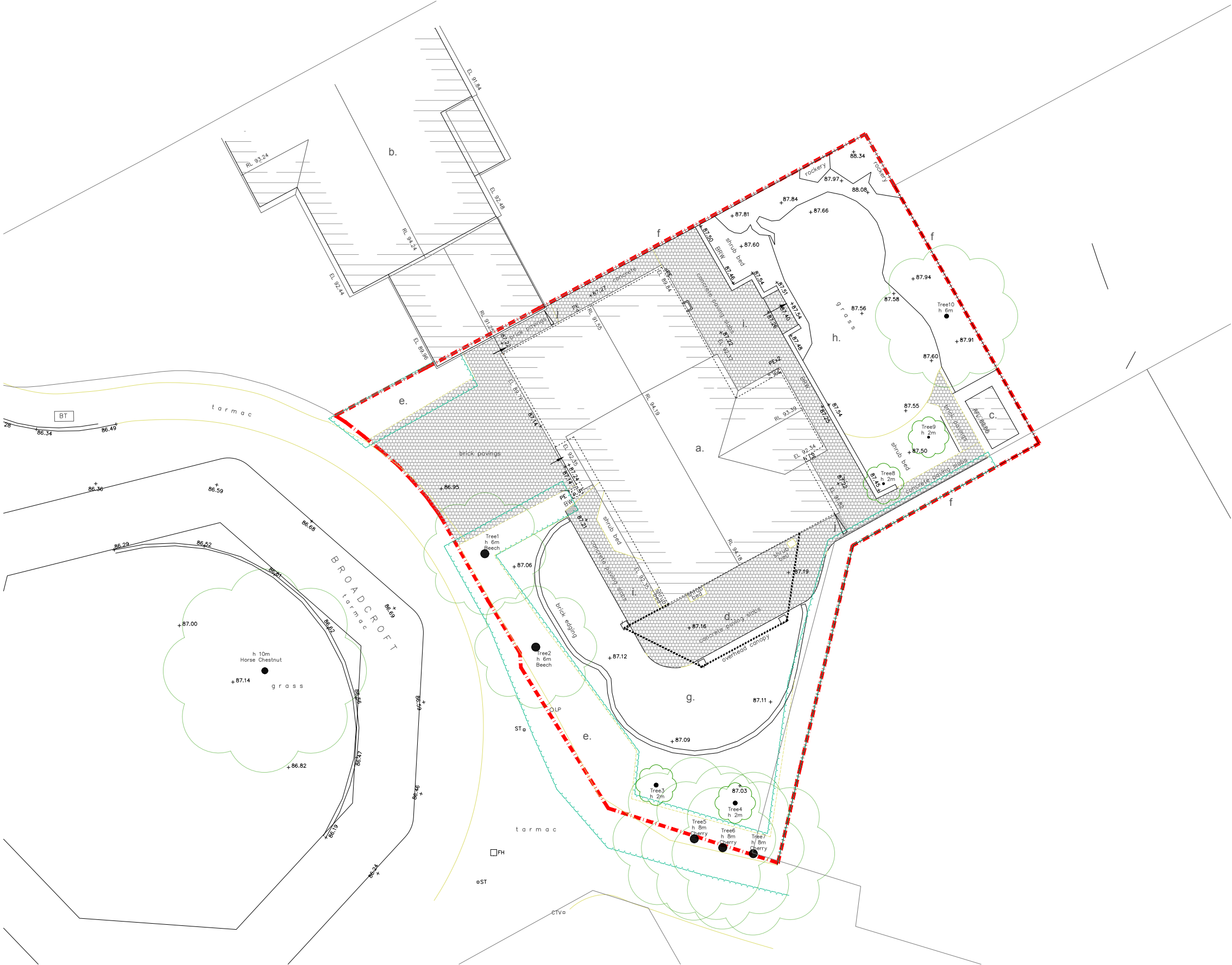


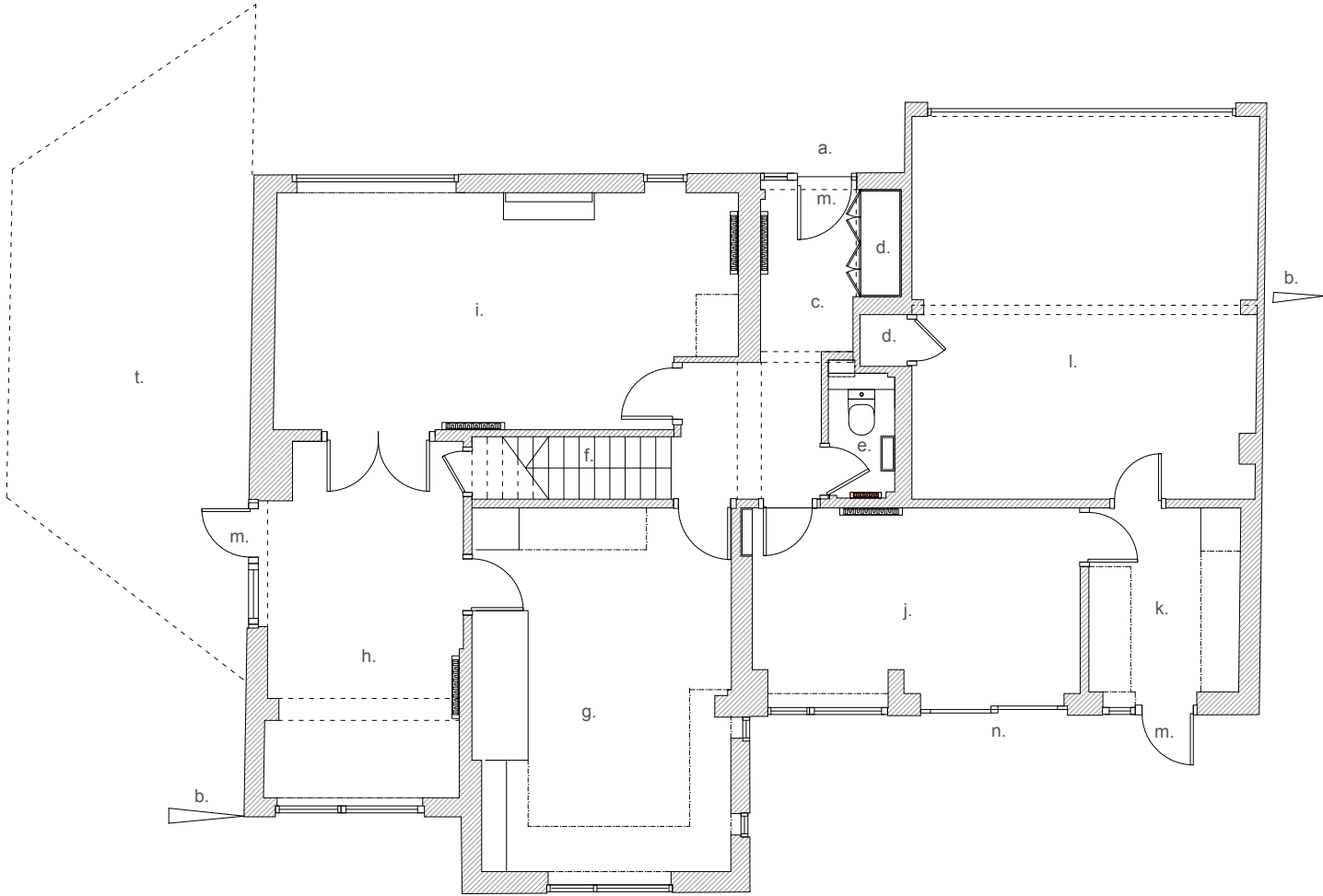
Ground Floor Toilet out of order



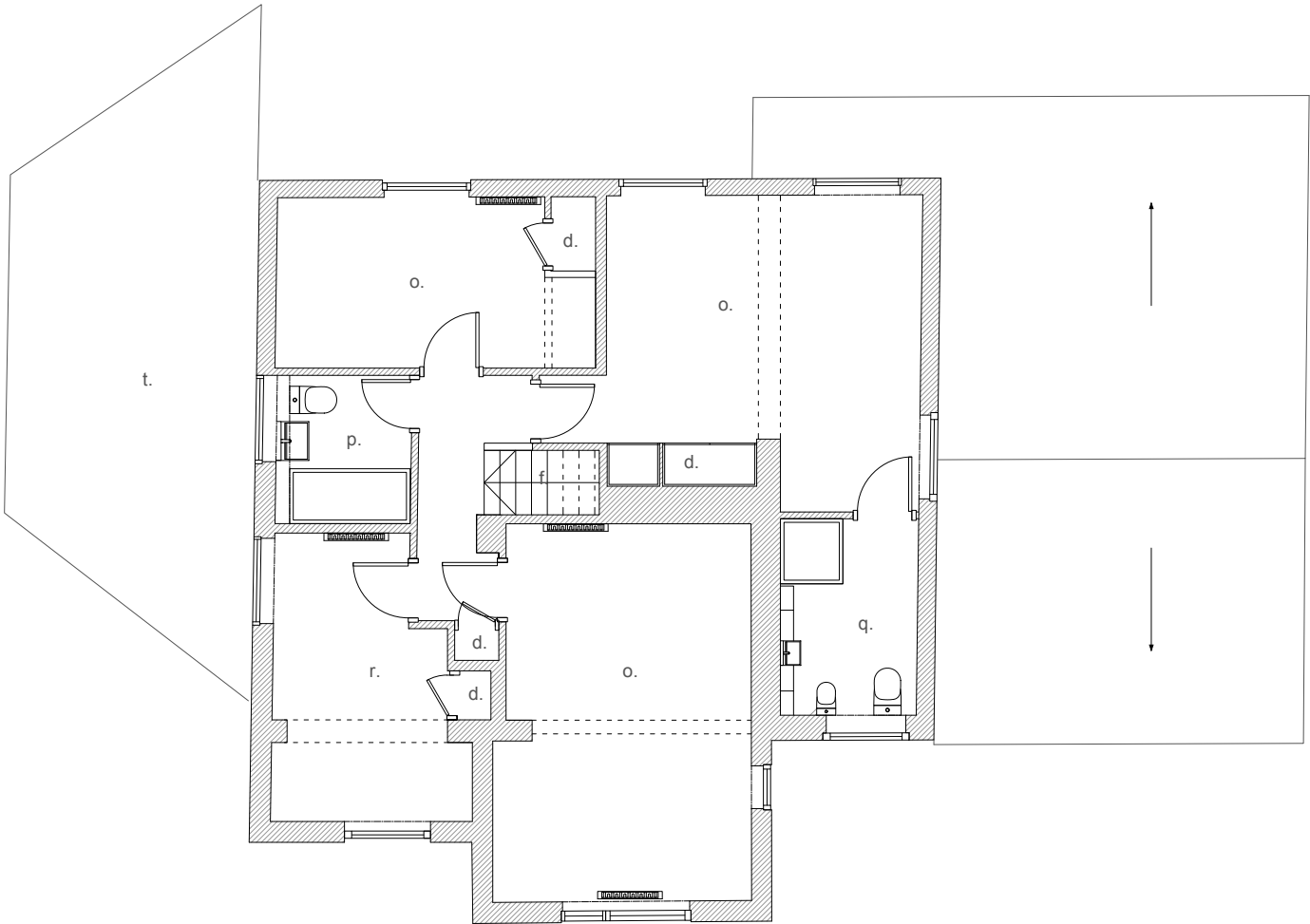
Living room
Garage

2. Existing Plans





Ground floor Plan as Existing



First Floor Plan as Existing

- Notes:
- a. Existing main entrance
 - b. Existing side gate
 - c. Existing front hallway
 - d. Existing storage
 - e. Existing toilet
 - f. Existing staircase
 - g. Existing kitchen
 - h. Existing dinning room
 - i. Existing living room
 - j. Existing study/storage room
 - k. Existing utility room
 - l. Existing garage
 - m. Existing glazed hinged door
 - n. Existing glazed sliding door
 - o. Existing bedroom
 - p. Existing family bathroom
 - q. Existing ensuite bathroom
 - r. Existing study
 - s. Existing sloping tiled roof
 - t. Existing timber canopy



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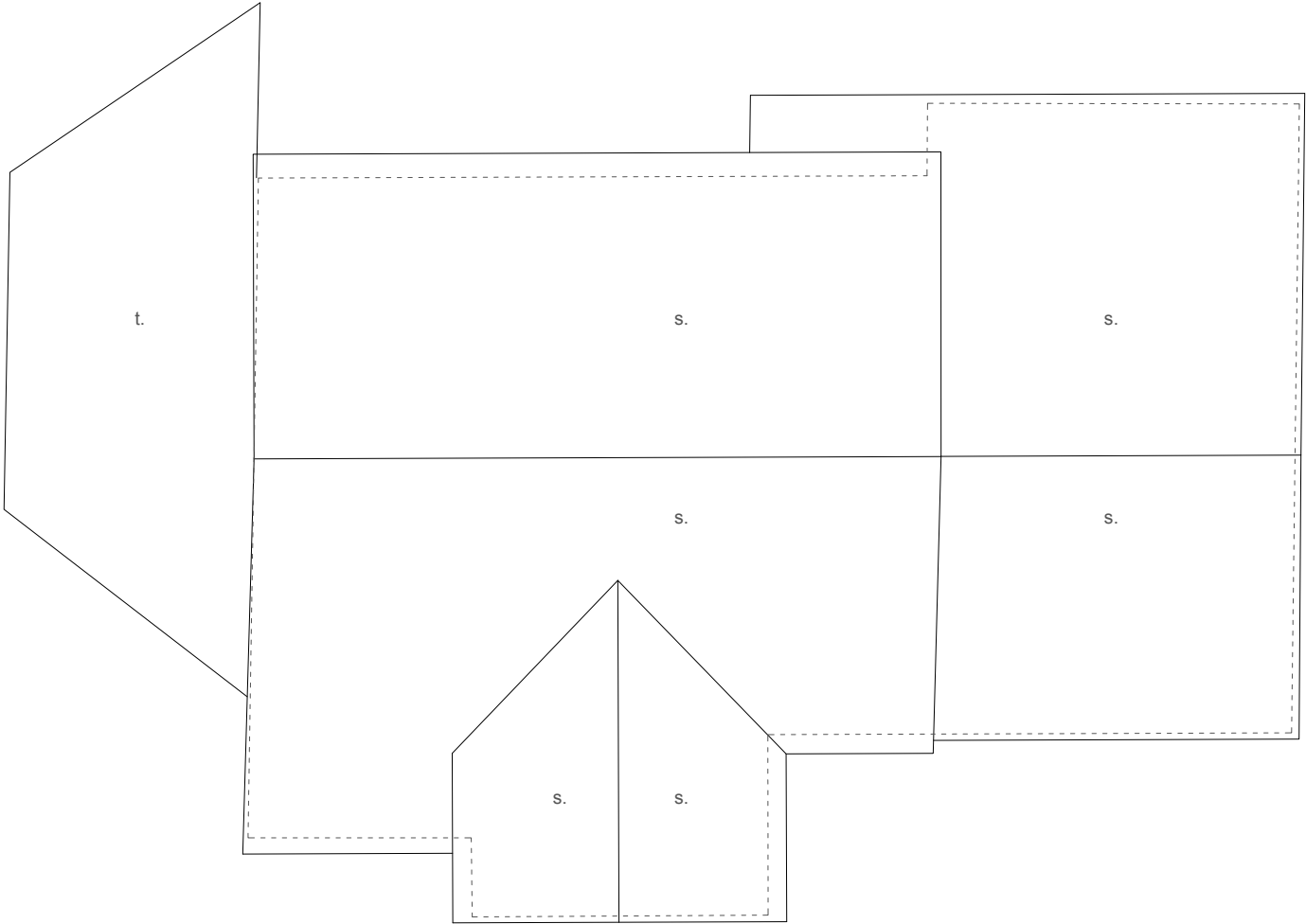
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3 Broadcroft
SG6 3UA, Letchworth Garden City
Job No. 270
Ground and First Floor
Plan as Existing

Stage 3
Status: Planning

003
REVISION: A
Scale 1:50 @A1
1:100 @A3



Roof Plan as Existing

- Notes:
- a. Existing main entrance
 - b. Existing side gate
 - c. Existing front hallway
 - d. Existing storage
 - e. Existing toilet
 - f. Existing staircase
 - g. Existing kitchen
 - h. Existing dinning room
 - i. Existing living room
 - j. Existing study/storage room
 - k. Existing utility room
 - l. Existing garage
 - m. Existing glazed hinged door
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Revisions:

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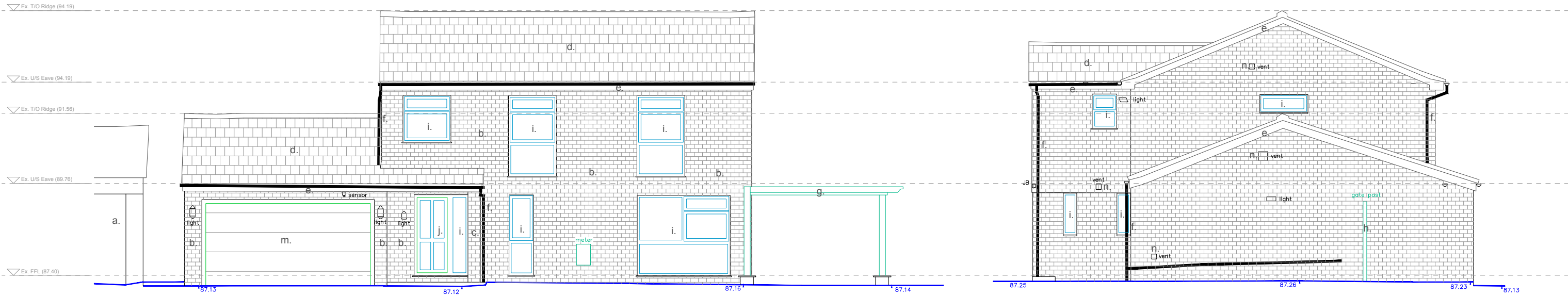
Job No.
270 Roof Plan as Existing

Stage 3
Status: Planning

004

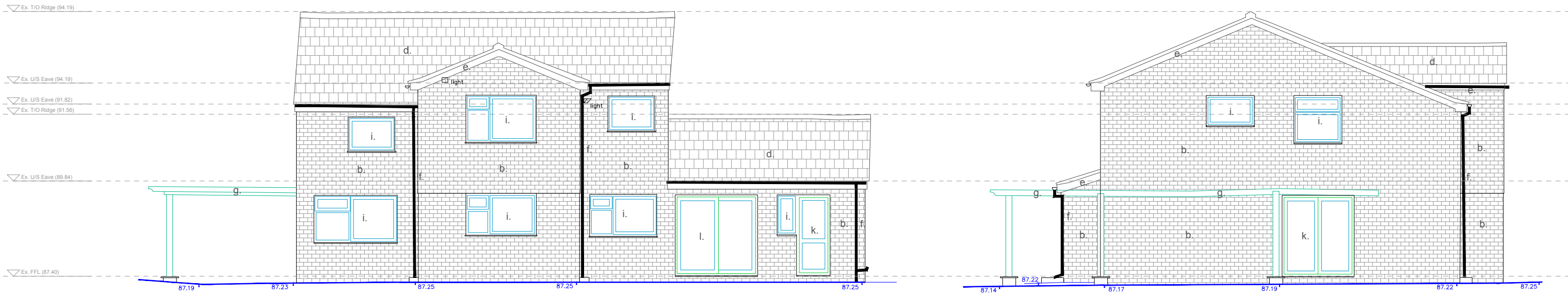
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Front Elevation AA (West)

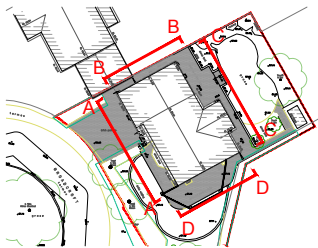
Side Elevation BB (North)



Rear Elevation CC East)

Side Elevation DD (South)

- Notes:
- a. Neighbouring property
 - b. Existing yellow brick wall
 - c. Existing yellow brick post
 - d. Existing grey/brown tiled roof
 - e. Existing white fascias
 - f. Existing grey rainwater goods
 - g. Existing timber canopy
 - h. Existing timber side gate
 - i. Existing white uPVC window
 - j. Main entrance, Existing white uPVC door with fixed glazing
 - k. Existing white uPVC glazed hinged door
 - l. Existing white uPVC glazed sliding door
 - m. Existing white steel or aluminium garage door
 - n. Existing vent



Key Plan Not to scale



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3 Broadcroft
SG6 3UA, Letchworth Garden City

Job No.
270 Elevations as Existing

Stage 3
Status: Planning

005
REVISION:
A
Scale
1:50 @A1
1:100 @A3

3. Relevant Matters

3.1 Relevant planning policy and planning history

3.1.1 Summary and List of Planning Policies

The site is not set within the North Herts Council’s conservation area North Hertfordshire District Local Plan No.2 with Alterations

- Policy 28 - House Extension

Emerging Local Plan 2011-2031 (Approved by Full Council 11th April 2017).

- Strategic Policies
- SP9 – Design and sustainability
- Development Management Policies
- D1 - Sustainable Design
- D2 – House extensions, replacement dwellings and outbuildings
- D3 – Protecting living conditions

National Planning Policy Framework (2024)

- Paragraph 139

3.1.2 Relevant planning policy considered as part of developing these proposals

The Scheme of Management is a regulatory framework established to preserve the historic character and distinctive qualities of Letchworth Garden City, including:

- Control of alterations and development, where owners must seek consent for external alterations, extensions, or demolition that could affect the appearance of properties, and ensures changes are sympathetic to the original architectural and garden city character.
- Protection of materials, details, and finishes, with an emphasis on using appropriate materials and maintaining key architectural features such as brickwork, roof tiles, windows, doors, and fascias.
- Landscape and setting, with Gardens, boundary treatments, trees, and open spaces are regulated to retain the overall character of streets and neighbourhoods.
- Consistency and stewardship that promotes high-quality design, sympathetic repair, and maintenance to ensure the long-term preservation of Letchworth’s heritage.
- the Heritage-led decision-making balances modern requirements with the need to conserve historic character, guiding both minor changes and new development.

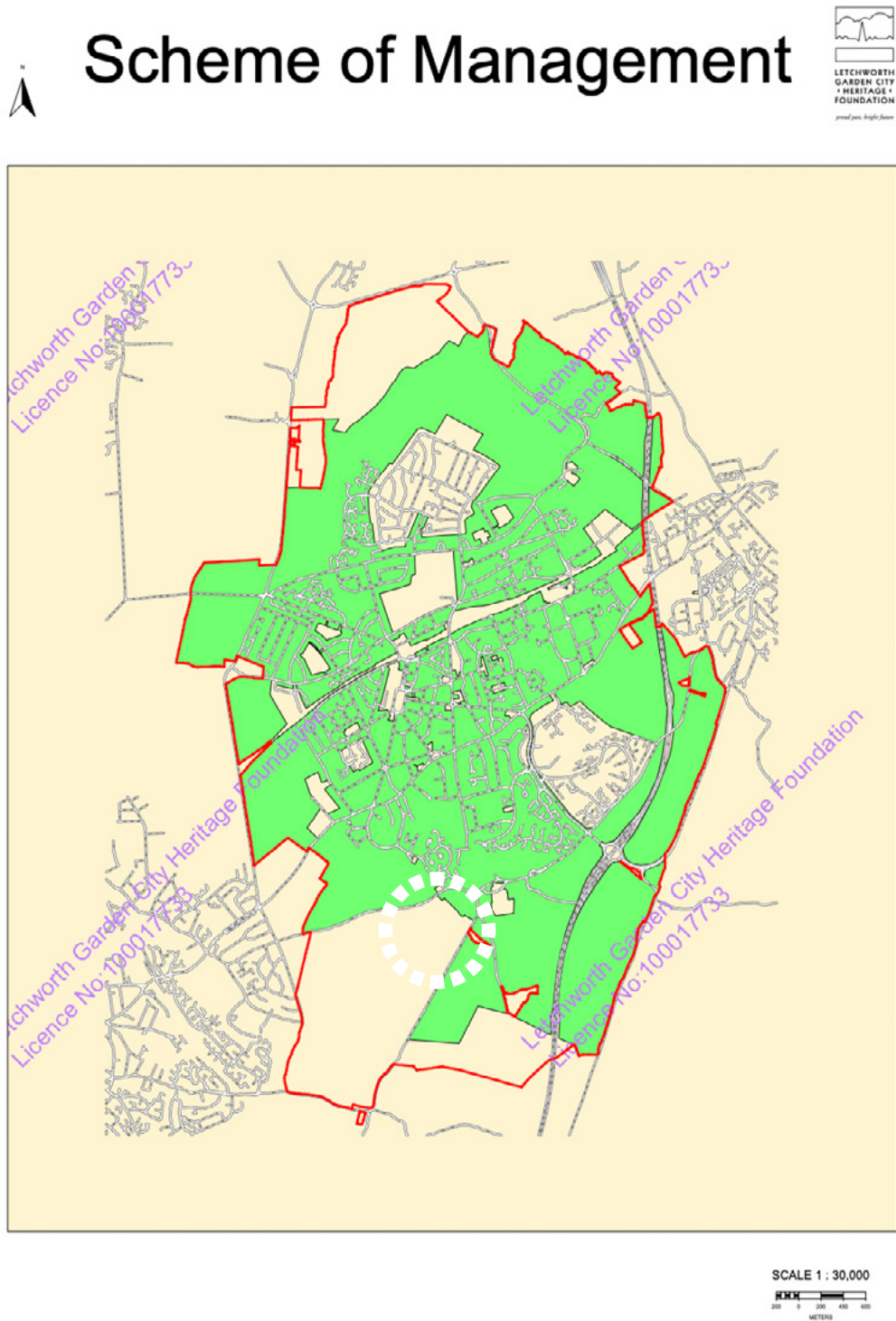
The site falls within the designated the Letchworth Garden City Heritage Scheme of Management, located in the part of Modern Character Area of the Scheme of Management. The house is not an house of special interest.

3.1.3 Relevant planning history: Heritage Considerations from Letchworth Garden City

The property is located in Letchworth Garden City, where the Heritage Foundation, as part of its custodianship of the town’s integrity, has clear design principles in place that divide the town into two areas. Advice was sought from the Heritage Foundation during the design stage to ensure that the proposal would be acceptable. The current scheme respects the early pieces of advice provided by the LGCHF:

- The double garage door is a feature of the street scene/ development and is retained as such.
- The style, proportions, and colour of the existing windows are retained throughout.
- No shed is proposed at the front of the elevation.
- The number and position of rooflights at the rear have been carefully considered;

Adjustment were made are to preserve the overall coherence/ uniformity of the various street scenes and developments, and the original design and features of buildings.



Source Letchworth Heritage Foundation website (2026)
<https://www.lethworth.com/your-home/forms-guides/scheme-of-management/>

3.2 Design strategy

3.2.1 Design brief and approach summary

This proposal refelct the need to adapt the house to accommodate 21st-century living for a young family, providing bright, open living spaces, a larger kitchen and dining area, and an enhanced garden to create a stronger overall connection between the interior and exterior spaces.

The proposal seeks to improve the connection with the garden. By reconfiguring and modestly extending the rear of the house with a single-storey addition, the project will enhance the relationship between the interior and the landscaped garden, achieving a sense of modern architectural integrity.

It was noted that a new freestanding shed at the front of the house would not be acceptable on grounds of breaking the existing building line and its associated impacts on the streetscape. It was however indicated that a gate the separte the front proch and the side gardem would ba acceptable.

The existing shed at the rear would be replaced to create a more functional space, incorporating an external chimney to provide a convivial atmosphere, connected with a pergola runing formthe side of the house.

3.2.2 Design quality and materiality

- The proposal 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.
- Slimline aluminium frames concealed by oak framing will be used for new windows at the front and for the clerestory windows.
- A wildflower roof will be used to soften the existing flat roof impact visually.

3.2.3 Scale and massing

- The existing building presents a simple formal presence at the rear and front. The extension will remain 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.

3.2.4 Response to planning policy

These proposals comply with the key Design Principles as outlined by the Letchworth Garden City Heritage Foundation:

- Contextual and sympathetic design: New development should respect the scale, massing, materials, and detailing of surrounding historic buildings.
- Preserve garden city character: Maintain street patterns, plot layouts, green spaces, and tree-lined streets that reflect the original vision.
- High-quality materials and detailing: Use traditional materials (e.g., brick, tiled roofs, timber) and careful fenestration to complement existing architecture.
- Sustainable and functional modern living: Incorporate energy-efficient measures and contemporary lifestyles while protecting the heritage character.

These proposals comply with NHDC Local plan 2011-2031 policy D2 and the LGCHF Design Principles in that:

- The extension is considerate to the character of the property
- Single storey elements are located at least 1m from any boundar

The proposals comply with the objectives of the NPPF by:

- Proposing a sustainable approach to design.
- Avoiding impacts upon the wider public realm and character of the area.



Fig.1 - Google Earth 2026

3.2 Design strategy



Ariel photograph of the existing building
image from: Google Earth



Proposed Axonometric

3.3 Character Appraisal

Massing and Layout

- The house is located within the wider Manor Park Estate development area. The surrounding area is predominantly a residential neighbourhood comprising detached two-storey houses from the same period, dating from the 1970s.
- The dwellings are typically set back from the street and benefit from reasonably sized rear gardens, creating a consistent suburban character with a relatively open street frontage and landscaped private rear spaces.
- The spacing between the houses also contributes to a sense of openness within the estate.

Form and Materials

- The buildings within the estate display a consistent mid-century suburban character, with similar proportions, materials and overall built form.
- While a number of properties have been altered or extended over the years, the general architectural language of the estate remains legible.
- Yellow facing brick are the predominant façade materials, typically combined with white-framed windows and simple detailing. Roofs are generally characterised by low-pitched forms, which contribute to the cohesive appearance of the development and reinforce the architectural identity of the estate.

The proposal is in keeping with the defining characteristics of the surrounding area.

- The development reflects the volumes and proportions of neighbouring buildings. The two-storey extension and associated roof alterations are contained within the existing ridge height, ensuring that the overall scale and massing remain consistent with the character of the street.
- The rear extension is designed in a modest and subservient manner in terms of both position and scale.
- Light red/yellow facing brick is proposed as the primary material, reflecting the predominant palette of the surrounding properties. The fenestration to the front elevation is largely retained so that the style, proportions and appearance of the existing windows remain consistent with the established character of the house.
- Alterations to the roof include the introduction of new rooflights to the rear roof slope. These are positioned to avoid direct overlooking of neighbouring properties, thereby maintaining an appropriate level of privacy.



Source: Google Map (c) 2025 Google



3.4 Access

- The proposal retains the existing main access to the front / street elevation, proposes a side gate to the garden

3.5 Waste

- The proposal does not alter the overarching current waste storage strategy. Bin storage will be sensitively located on the west side of the existing garage and fully screened by the existing hedge along the site boundary, so it should have little to no visibility from the street.

3.6 Environment

- The proposal involves an upgrade of the existing building, including improvements to thermal performance of the roofs and walls. It incorporates a mechanical ventilation with heat recovery (MVHR) system, solar energy generation, and an air source heat pump.
- To optimise green and outdoor spaces, the scheme includes a canopy at the front of the house, contributing to greenery, biodiversity, sustainable drainage, and the overall environmental performance, including passive solar benefits.

3.7 Habitat

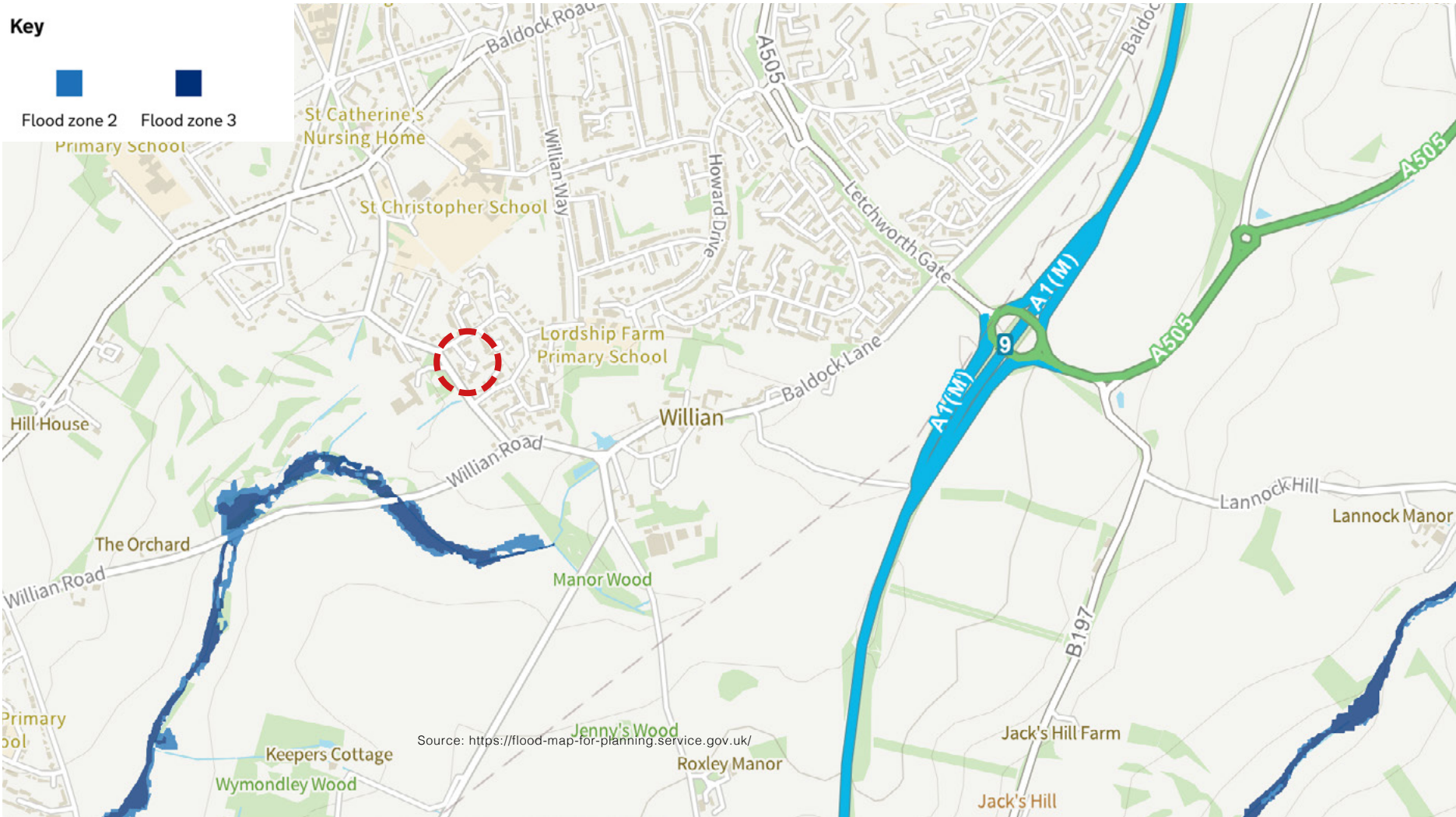
- The local authority is to advise if further habitat studies are required as part of the attic/roof extension works (PRA etc)

3.8 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.

3.9 Flood risk

- The site is situated within Flood Zone 1 from rivers and other waterways (see adjacent map). The site is not identified as being in close proximity to an area with a high risk of damage to surface flooring. The local authority will provide guidance on the necessity for further flood risk assessments.



Flood risk summary

Your selected location: 3, Broadcroft, Letchworth Garden City, SG6 3UA

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](#)

[Flood risk and climate change](#)

Surface water	Rivers and the sea	Groundwater	Reservoirs
Yearly chance of flooding Very low Low Medium High	Yearly chance of flooding Very low Low Medium High	We use groundwater flood alert areas to check the risk of flooding from groundwater. This location is outside of a groundwater flood alert area. What this means	Flooding from reservoirs is unlikely in this area.
Yearly chance of flooding between 2040 and 2060 Very low Low Medium High	Yearly chance of flooding between 2036 and 2069 Very low Low Medium High	What groundwater is Groundwater is the water that is usually held in rocks and soil underground. Groundwater flooding happens when this water rises and flows above the surface. Flooding from rivers is more likely when groundwater levels are high.	What a reservoir is A reservoir is a large natural or artificial lake that is designed to collect and store water. They are usually formed by building a dam across a river, or by building a large tank or surrounding embankment. If one of these dams or embankments fails, then water could escape from the reservoir. This would result in land or properties being flooded.
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	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		

Source: <https://check-long-term-flood-risk.service.gov.uk/risk#.service.gov.uk/>



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