

**APPENDIX D –**

**Initial Scheme - Rear extensions (to include hydrotherapy pool), garage conversion with new doors and windows plus car port at main entrance -**

**HAT MEETING MINUTES – 8<sup>th</sup> March 2018**

**HAC MEETING MINUTES - 24<sup>th</sup> September 2018**

**REFUSAL LETTER FOLLOWING HAC – 25<sup>th</sup> September 2018**

**AMC MEETING MINUTES – 8<sup>th</sup> November 2018**

**REFUSAL LETTER - INITIAL SCHEME**

HAT MINUTES - 8<sup>TH</sup> MARCH 2018

# Meeting Notes



heritage  
foundation  
Letchworth Garden City

Subject: Heritage Advisory Team Meeting

Held On: 8<sup>th</sup> March 2018

	Action Who	Action When
<p><b><u>Ventersdorp, Barrington Road (33524) – Rear extensions (to include hydrotherapy pool), garage conversion with new doors and windows plus car port at main entrance</u></b></p> <p>CP discussed this case.</p> <ul style="list-style-type: none"><li>- CP advised that objections have been received.</li><li>- The proposal does not comply with the Design Principles.</li><li>- CP advised that a further site visit is required.</li><li>- The team agreed that the proposal requires scaling down and should be more of an in-keeping design.</li></ul> <p><b>The HAT agreed that the application shall be refused. CP to discuss with DA regarding referral to HAC.</b></p>	CP	

# HAC MEETING MINUTES – 24<sup>th</sup> September 2018

Letchworth  
Garden City  
Heritage Foundation

## Meeting Notes

Subject: Householder Applications Committee Meeting

Held On: 24<sup>th</sup> September 2018

### Part II

<b>Ventersdorp, Barrington Road – Rear extensions (to include hydrotherapy pool), garage conversion with new doors and windows plus car port at main entrance</b>		
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CP presented this case.

- The application relates to a Freehold property built in c1920, it is located in the Heritage Character Area.
- CP advised that the proposal does not comply and the property has already been heavily extended.
- CP advised that the pool could be reduced in size, however, this would still not comply.
- CP advised that a parapet roof would be more in keeping with the property. However, CP advised that as the proposal may be refused on principle, this has been discussed but no plans have been prepared at this stage.
- The Committee carried out a site visit to the property.
- The Committee agreed that the proposal is contrary to the Design Principles, regardless of its use.
- The Committee discussed whether there would be scope to extend in an alternative location, due to the size of the plot. However, a smaller option may still be contrary to the Design Principles, based on the original footprint, as the property has already been extensively extended.
- The Committee agreed that the proposal would have an impact on the neighbours.
- The Committee suggested an alternative location towards William Way or forward of the garage. In either location, the proposal would need to be reduced in size with the introduction of a parapet

roof.

- The Committee agreed that further information is required in relation to the plant, to ascertain potential disturbance.

**The HAC agreed that the application shall be refused.**

CP

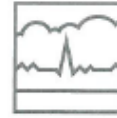
**The HAC recommended that CP shall discuss a smaller proposal with more appropriate scale and bulk; thus reducing the impact on the neighbours.**

CP

# REFUSAL LETTER FOLLOWING HAC – 25<sup>th</sup> September 2018

## Heritage Advisory Team

Heritage Advisory Centre, 43 Station Road, Letchworth Garden City, Hertfordshire, SG6 3BQ.  
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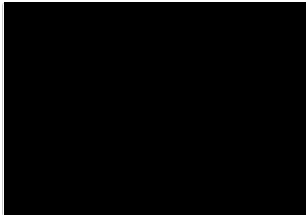


heritage  
foundation  
Letchworth Garden City

Our Ref: 33524

Date: 25<sup>th</sup> September 2018

[www.letchworth.com](http://www.letchworth.com)



Dear 

### **Rear Extensions (To Include Hydrotherapy Pool), Garage Conversion With New Doors And Windows Plus Car Port At Main Entrance, Ventersdorp, Barrington Road, Letchworth Garden City**

The application for the above proposal was considered by the Householder Applications Committee at its meeting on 25<sup>th</sup> September 2018.

At this meeting the Committee took into account all of the issues raised and after careful consideration the decision was to refuse consent for the proposal, as it contravened our Design Principles, for the following reasons:

#### **Rear Extension**

- *Rear extensions should complement the character of the original house, utilising matching materials and detailing, and have balanced proportions and scale.*

Ventersdorp has been the subject of extensive remodelling and has already been heavily extended. The proposed new dining room increases the footprint further

#### **Proposed Hydrotherapy Pool**

- *Sheds and detached outbuildings will not normally be acceptable if they exceed 10% of the area of the rear garden, free of buildings, to a maximum of 20 square metres and/or over 3 metres in height.*
- *Sheds and detached outbuildings that exceed these dimensions may be accepted if their size is not out of proportion to the house and they do not dominate the rear garden or have a significant impact on the neighbouring property, including its garden.*

- *Roof pitches can have a substantial impact on the appearance of a building; therefore proposed roof pitches shall be consistent with the original roof design of the house.*

The proposed Hydrotherapy Pool is considered to be overdevelopment of the site and in design terms the proposal does not complement the character of the original house with its shallow pitched rooflines. The proposed link also compromises the front elevation.

#### **Car Port**

- *Front extensions are discouraged*
- *Proposals for front additions will not be supported unless it can be demonstrated that they will not cause harm to the appearance of the existing property or its group*

Whilst simple in its design, the Car Port would cause harm to the appearance of the property.

I know this decision is disappointing; therefore, we would be more than happy to discuss alternatives, to achieve a proposal acceptable to both parties.

Alternatively, should you not agree with this decision, you can choose to seek for your application to be reviewed by the Advisory Management Committee who will report their findings to the Trustees. Should you wish to proceed with this, please can you ensure that we receive your written confirmation within 6 months of the date of this letter. You may also wish to provide a written statement in support of your review.

Please refer to our website for further information:

[letchworth.com/your-home/application-process](http://letchworth.com/your-home/application-process)

Should you have any further queries, would like to discuss the decision, or amend your proposal please contact me on the number above.

Yours sincerely

Claire Pudney  
Heritage Advice Service Manager



# AMC MEETING MINUTES - 8<sup>th</sup> November 2018

## Advisory Management Committee Notes of the Meeting Held at The Spirella Building on 8<sup>th</sup> November 2018

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### 7. Ventersdorp, Barrington Road – Rear extensions (to include hydrotherapy pool), garage conversion with new doors and windows plus car port at main entrance

7.1 CP explained the scheme to the Committee.

7.3 The Committee met with the applicant, [REDACTED] and viewed the property from the front and rear.

7.4 The Committee also visited a neighbouring property, [REDACTED]

7.5 The applicant and [REDACTED] agents pegged out the extent of the proposed extension within the garden area, to give an idea of the footprint.

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7.6 The applicant confirmed that the proposed guest room within the garage will be used by visiting family.

7.7 The Committee were unanimous in supporting the decision to refuse consent, made by the Householder Application Committee; due to the mass of the proposed extensions. The Committee suggested that the applicants and their agents review the mass of the buildings and reduce the footprint as it is felt that there would be an acceptable scheme that they could put forward for approval.

# HAC MEETING MINUTES - 17<sup>TH</sup> DECEMBER 2018

Letchworth  
Garden City  
Heritage Foundation

## Meeting Notes

Subject: Householder Applications Committee Meeting

Held On: 17<sup>th</sup> December 2018

### **Ventersdorp, Barrington Road – Rear extensions, garage conversion, new doors & windows, plus carport (revised scheme)**

DA presented this case on behalf of CP.

- The application relates to a Freehold property built in c1920. It is located in the Heritage Character Area.
- The Committee carried out a site visit to the property and met the owners, their agent and neighbouring occupiers at [REDACTED]
- The Committee was of the view that the reduction in the size of the extension did not address concerns raised regarding the earlier application, also considered at this meeting.
- The Committee concluded that the application should be refused due to the impact on the existing property, an over-development of the site and possible impact on neighbouring occupiers. It was agreed that an alternative looking at a side extension replacing the garage should be considered with the owners.
- The car port was also considered unacceptable, due to it being a front extension that would not relate well to the existing property and context.

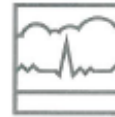
**The HAC agreed that the application shall be refused.**

CP

# REFUSAL LETTER FOLLOWING HAC FOLLOWING AMC 18<sup>th</sup> December 2018

## Heritage Advisory Team

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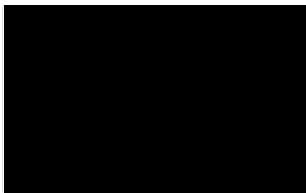


heritage  
foundation  
Letchworth Garden City

Our Ref: 33524

Date: 18<sup>th</sup> December 2018

[www.lethworth.com](http://www.lethworth.com)



Dear [REDACTED]

**Rear extensions (to include hydrotherapy pool), garage conversion with new doors and windows plus car port at main entrance  
Ventersdorp, Barrington Road, Letchworth Garden City**

I refer to the above application.

I can confirm that the Advisory Management Committee (AMC), has reviewed the application and has recommended that the original decision to refuse is upheld.

The Householder Applications Committee has had an opportunity to consider the views of the AMC and supports the original decision to refuse consent for the proposal, as set out in our letter dated 25<sup>th</sup> September 2018.

We do have an Independent Inspector process which you may wish to consider, please refer to our website for further information:

[lethworth.com/your-home/application-process](http://lethworth.com/your-home/application-process)

Should you have any further queries, would like to discuss the decision, or amend your proposal please contact me on the number above.

Yours sincerely

Claire Pudney  
Heritage Advice Service Manager  
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Tel: 01462 476017

