

Design & Access Statement

Proposed Headquarters for Developments by Boutique Ltd

Single storey offices with attached garage/store, secure store, external storage and screen wall

Site	Motor Point, Claycliffe Road, Barnsley, S75 1HS
Applicant / Client	Developments by Boutique Ltd
Proposal	Company headquarters comprising single storey offices, attached garage/store, secure store, external storage/open storage yard and screen wall/boundary treatment.
Submitted drawing reference	White Agus Ltd Drawing No. 24-081-02: Proposed Offices, Stores and Yard, Claycliffe Road, Barnsley - Plans and Elevations, June 2026.
Document status	Draft Design & Access Statement for planning submission
Date	June 2026

Note: This statement addresses design and access matters. Detailed technical matters such as drainage, ecology/biodiversity net gain, external lighting, structural design and Building Regulations compliance will be dealt with separately where required by the Local Planning Authority or statutory consultees.

Document Control

Item	Information
Prepared for	Developments by Boutique Ltd
Prepared in support of	Planning application for a headquarters building with ancillary storage and yard accommodation.
Source information	Applicant brief and White Agus Ltd Drawing No. 24-081-02, June 2026.
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1. Introduction

This Design & Access Statement has been prepared in support of a planning application for a new headquarters facility for Developments by Boutique Ltd at Cress Grange Garage, Claycliffe Road, Barnsley, S75 1HS.

The proposal comprises a single storey office building with an attached garage/store, secure store, on-site parking and an external storage/open storage yard. External storage is to be contained and screened by a screen wall and associated boundary/security treatment so that the yard remains orderly and visually contained when viewed from Claycliffe Road and neighbouring land.

This Statement should be read alongside White Agus Ltd Drawing No. 24-081-02, titled Proposed Offices, Stores and Yard, Claycliffe Road, Barnsley - Plans and Elevations, dated June 2026. The drawing sets out the proposed floor plan, site plan, elevations, key materials and the construction management principles for the project.

The purpose of the Statement is to explain the design rationale, the relationship of the proposal to its setting, and how safe and inclusive access will be achieved for staff, visitors, service vehicles and construction traffic.

2. Site and Context

The application site is known as Motor Point Garage and is accessed from Claycliffe Road. The submitted site plan identifies an existing entrance from Claycliffe Road, on-site parking, an office area, a garage/store and an open storage area within the site.

The immediate context is commercial and service-yard in character, with workshop, storage, yard and light industrial type uses forming part of the wider Claycliffe Road environment. The proposal has therefore been developed as a practical business headquarters rather than a domestic-scale or customer-facing retail development.

The site has an active frontage to Claycliffe Road. The design response is to place the office accommodation and principal entrance in a legible position, while placing the more utilitarian garage/store and open storage functions behind a coherent building line and screen treatment.

The existing land levels shown on the submitted elevation from Claycliffe Road indicate that the design has been considered in relation to the footway level, ground level at the wall and proposed site level. The submitted plans indicate a finished floor level of 76.150m AOD for the office accommodation.

3. Planning Policy and Design Context

The application falls to be considered against the development plan for Barnsley and national planning policy. The relevant design and access considerations include the efficient use of previously developed commercial land, high quality design, the effect on visual amenity, inclusive access, safe vehicular access, sustainable travel and appropriate control of any construction-stage effects.

At local level, the relevant policy context is expected to include Barnsley Local Plan Policy SD1 (Presumption in Favour of Sustainable Development), Policy GD1 (General Development), Policy D1 (High Quality Design and Place Making), Policy T3 (New Development and Sustainable Travel), Policy T4 (New Development and Transport Safety) and Policy POLL1 (Pollution Control and Protection), insofar as those policies are engaged by the proposal. At national level, the proposal is informed by the National Planning Policy Framework principles concerning sustainable economic growth, effective use of land, high quality design, safe access and protection of amenity.

In design terms, the proposal has been prepared with reference to the following broad policy principles:

- Supporting local economic activity and allowing an established business to operate from a fit-for-purpose headquarters.
- Making effective use of an existing commercial site and keeping parking, manoeuvring, servicing and storage within the application site.
- Delivering a development of appropriate scale, appearance and materials for the commercial/industrial character of Claycliffe Road.

- Providing a safe and legible access arrangement from Claycliffe Road, with on-site parking and loading/unloading managed within the curtilage of the site.
- Protecting visual amenity by screening external storage and using a coherent materials palette on the building and boundary treatment.
- Providing accessible staff and visitor accommodation, including a single storey layout, a clear entrance and an accessible WC.

The proposal is modest in scale, is compatible with the established character of the site, and has been designed to avoid unacceptable effects on the highway network, neighbouring land uses or the appearance of the street scene.

4. Design Principles

The design approach is based on five core principles:

Principle	Design response
A functional headquarters	The building provides a clear administrative base for Developments by Boutique Ltd, combining reception, offices, welfare facilities, secure storage and operational garage/storage space.
A tidy and controlled site layout	Office, parking, garage/store and external storage functions are arranged so that operational activity can be managed within the site rather than spilling onto Claycliffe Road.
An improved frontage	The proposed office elevation, screen wall and security fencing provide a more ordered and coherent frontage to Claycliffe Road.
Durable materials	The proposal uses facing brick, art stone, mid-grey Cedral boarding, anthracite windows, concrete roof tiles and colour-coated steel cladding to create a robust commercial building with a higher quality office element.
Accessible and safe movement	The office entrance is legible, the accommodation is single storey, an accessible WC is provided, and the existing Claycliffe Road access is retained for vehicles and servicing.

5. Use and Amount

The proposed use is a company headquarters with ancillary garage/store, secure store and external storage yard. The arrangement provides the administrative, welfare and storage accommodation necessary for the applicant in one site.

The office accommodation shown on the floor plan includes:

- Entrance lobby and waiting/reception area;
- Office 1, Office 2 and Office 3;
- Accessible WC;
- General store;
- Tea room;
- Secure store; and
- Attached garage/store.

The attached garage/store is shown as an integral part of the overall headquarters arrangement. Its purpose is ancillary to the business operation and supports storage, maintenance and operational requirements associated with the headquarters use.

External storage is shown on the site plan as open storage within the site. The external storage area is to be screened by boundary treatment/screen walling so that it is contained and does not dominate public views from Claycliffe Road.

6. Layout

The proposed layout separates administrative and visitor functions from the more operational storage functions. The office entrance and waiting/reception area create a clear point of arrival, with the three office rooms and welfare accommodation arranged around the central reception area.

The garage/store is attached to the office building, enabling staff to move between office, secure store and garage/store functions without creating unnecessary external movements across the yard. This improves operational efficiency and site security.

The site plan shows parking within the application site and retains access from Claycliffe Road. The office building, garage/store and storage yard are laid out so that vehicles can be kept within the site for parking, loading/unloading and servicing. This reduces the risk of vehicles stopping on Claycliffe Road and helps maintain highway safety.

External storage is located within the controlled yard area and is screened from the public realm. The layout therefore responds to the different sensitivities of the site: the office frontage is the more public-facing element, while the storage and servicing areas are kept within the secure operational part of the site.

7. Scale

The development is single storey. The scale is appropriate for a headquarters building in this commercial context and avoids the height, massing and overlooking issues that could arise from a taller form of development.

The office element has a traditional, human-scaled form with a pitched roof and domestic/commercial detailing, while the attached garage/store has a simpler utilitarian appearance suitable for its function. The combination of the two elements is appropriate because the proposal is both an office headquarters and an operational storage/garage facility.

The submitted floor plan identifies the garage/store as approximately 10.0m by 5.86m. The office rooms and ancillary spaces are modestly scaled and arranged to provide efficient accommodation without overdeveloping the site.

The resulting building remains subordinate to the wider commercial character of the surrounding area and is not expected to appear visually intrusive in long or short views from Claycliffe Road.

8. Appearance and Materials

The proposed appearance uses a clear distinction between the office/frontage element and the operational garage/store element, while still forming a unified development.

The materials identified on the submitted elevations include:

- Concrete roof tiles to the office roof;
- Eternit Cedral boarding in mid grey;
- Anthracite UPVC windows;
- Art stone detailing;
- Facing brick;
- Colour-coated steel wall cladding to the garage/store element; and
- Green Guard Safe or equal approved security fencing panels as part of the boundary/screen treatment.

The office elevation presents a more refined public-facing appearance, with facing brick, art stone and mid-grey boarding giving the building a contemporary but restrained character. Anthracite windows provide a consistent modern detail and relate well to the grey boarding and steel-clad garage/store element.

The garage/store uses colour-coated steel cladding, which is an appropriate durable material for an ancillary operational building in a commercial environment. The use of a coordinated colour palette prevents the garage/store from appearing ad hoc or temporary.

The screen wall and security fence are important parts of the appearance strategy. They help define the site edge, conceal external storage and present a more ordered frontage to Claycliffe Road. Where art stone is used in the boundary treatment, it will visually relate to the office element and provide continuity across the frontage.

9. Landscaping, Boundaries and External Storage

The submitted site plan and street elevation indicate a defined boundary treatment along Claycliffe Road, including screen walling/security fencing and a softened frontage zone. The purpose of this treatment is to create a secure but visually acceptable edge to the site.

The external storage area is a functional requirement of the headquarters operation. The design response is to keep storage within a controlled yard area and screen it from the road and neighbouring land as far as practicable. Storage will be organised and managed so that materials remain within designated areas and do not obstruct parking, manoeuvring, pedestrian routes or access to the garage/store.

Any soft landscaping or planted edge treatment within the frontage will help soften the view of the screen wall/fence and improve the appearance of the site from Claycliffe Road. Final planting details can be agreed by condition if required by the Local Planning Authority.

The boundary treatment also assists with security by clearly defining public and private areas, discouraging unauthorised access and protecting stored materials.

10. Access, Parking and Servicing

Vehicular access is taken from Claycliffe Road. The submitted site plan identifies an existing entrance from Claycliffe Road, and the construction notes identify Claycliffe Road as the route for construction access. The proposal therefore avoids the need for a materially different access strategy and makes use of the established highway relationship of the site.

Parking is provided within the site, as shown on the submitted site plan. This arrangement ensures that staff and visitors can park clear of the public highway. The site layout allows parking, loading/unloading and servicing to be managed within the curtilage of the site.

The principal entrance to the office accommodation is clear and visible from the parking/arrival area. This supports legibility for visitors and enables staff to manage arrivals through the waiting/reception area.

Service and delivery movements will be associated with the headquarters, garage/store and external storage functions. Loading and unloading will take place within the site wherever possible, avoiding obstruction of Claycliffe Road. The secure yard and garage/store arrangement allows operational activity to be contained away from the public highway.

11. Inclusive Access

The proposal is single storey, which supports inclusive access by avoiding the need for stairs or lifts within the building. The floor plan identifies an accessible WC, demonstrating that staff and visitor accessibility has been considered as part of the internal layout.

The detailed access design will be developed to comply with relevant Building Regulations, including Part M where applicable. The following inclusive access measures are intended:

- A clear and legible entrance from the parking/arrival area;
- Level or gently graded access to the principal entrance, subject to detailed levels design;
- A flush or suitably ramped threshold at the entrance;
- Internal circulation sized to allow safe movement between reception, offices, WC and welfare spaces;
- Accessible WC provision within the office core;
- Appropriate external and internal lighting for safe movement; and
- Clear signage and door hardware suitable for staff and visitors.

An accessible parking space can be marked close to the entrance if required by detailed design or planning condition. The secure store/yard also provides scope for secure cycle parking if required by the Local Planning Authority.

12. Amenity, Security and Safety

The single storey form and commercial context mean that the proposal is unlikely to give rise to unacceptable overlooking, overshadowing or overbearing impacts. The building is modest in height and the more utilitarian storage functions are screened from public views.

The proposal will improve the order and security of the site by consolidating office and storage functions into a planned layout and by enclosing the external storage area. The screen wall, security fencing and lockable gates create a clear defensible boundary between the public highway and private operational areas.

Natural surveillance will be provided by the office frontage, reception and regular staff presence. The design avoids hidden or ambiguous public access points and clearly distinguishes the principal entrance from the operational yard.

External lighting, if required, will be designed to support safety and security without causing glare or unreasonable light spill to neighbouring land or highway users.

No heavy industrial process is proposed as part of the office headquarters. The garage/store and open storage yard are ancillary to the applicant's business operation and will be managed as part of the overall headquarters site.

13. Sustainability and Energy

The proposal makes efficient use of an existing commercial site and consolidates the applicant's administrative and storage functions in a single location. This reduces the need for dispersed storage or separate off-site operational movements.

The building will be designed to meet current Building Regulations in respect of energy efficiency, insulation, ventilation and services. Opportunities for energy efficient lighting, high-efficiency heating, water-saving fittings and future renewable technologies can be incorporated at detailed design stage.

The proposed materials are durable and suited to a commercial environment, reducing maintenance and replacement requirements over the life of the development. The screen wall/fence and organised storage layout also support long-term management of the site and reduce the risk of visual clutter.

Waste generated by the headquarters use will be stored within a designated area of the site and collected by an appropriate commercial waste contractor. During construction, waste materials will be removed to skips and taken off site in accordance with the construction management principles identified on the submitted drawing.

14. Construction Management

The submitted drawing includes construction management principles for the construction of the offices, garage and storage facilities. These principles are consistent with good site management and seek to minimise effects on Claycliffe Road, neighbouring properties and the wider public.

In summary, the construction approach will include:

- Construction access directly from Claycliffe Road, using the existing and/or approved site entrance;
- Limited parking for site operatives and visitors within the site where possible;
- Perimeter fencing and lockable gates to prevent unauthorised access;
- Deliveries guided by a banksman wearing high visibility clothing;
- Loading and unloading within the site wherever possible;
- Daily monitoring and cleaning of any mud or debris transferred to the highway;
- Dust control during dry weather by sprinkler or hose systems where required;
- Use of modern, well-maintained plant and measures to keep construction noise to a minimum;
- Liaison by the site foreman with neighbouring properties; and
- Safe and tidy storage of materials and plant, with waste removed to skips and taken off site.

These measures will help ensure that the development can be constructed safely and with appropriate regard to neighbouring occupiers and public highway users.

15. Conclusion

The proposed headquarters for Developments by Boutique Ltd is an appropriate and well-considered development for the Cress Grange Garage site on Claycliffe Road. It provides a compact single storey office base with attached garage/store, secure store and external storage yard in a layout that is functional, secure and compatible with the established commercial character of the area.

The building has been designed to present a coherent frontage, using a restrained palette of brick, art stone, mid-grey boarding, anthracite windows, concrete roof tiles, colour-coated steel cladding and coordinated boundary treatment. External storage will be screened by walling/fencing to reduce visual impact and maintain an orderly appearance from Claycliffe Road.

Access is straightforward and inclusive. The proposal uses the existing Claycliffe Road access, provides on-site parking, includes a clear office entrance and incorporates accessible WC provision within a single storey layout. Parking, servicing and loading/unloading can be managed within the site.

The proposal therefore represents a suitable design and access response for the site. It supports a local business, makes efficient use of an existing commercial site, improves the visual organisation of the frontage and can be delivered without unacceptable effects on amenity, access or the surrounding character of Claycliffe Road.

Appendix A: Submitted Drawing Information

The Design & Access Statement has been prepared from the following submitted drawing information:

Item	Drawing information
Drawing title	Plans and Elevations
Project title	Proposed Offices, Stores and Yard, Claycliffe Road, Barnsley
Client	Developments by Boutique Ltd
Drawing number	24-081-02
Date	June 2026
Scale	1:50 and 1:100 at A1; site plan 1:200
Floor plan accommodation	Entrance, waiting/reception, Office 1, Office 2, Office 3, accessible WC, store, tea room, secure store and garage/store.
Site plan content	Existing entrance from Claycliffe Road, parking, offices, garage and open storage.
Materials identified	Concrete roof tiles; Eternit Cedral boarding in mid grey; anthracite UPVC windows; art stone; facing brick; colour-coated steel wall cladding; green Guard Safe or equal approved security fencing panels.
Construction management notes	Site access, operative parking, security hoarding/fencing, deliveries, dust and dirt control, noise control, neighbour liaison, storage of materials/plant and waste management.

Appendix information is taken from White Agus Architectural Services Drawing No. 24-081-02, June 2026.