

Design and Access & Heritage Statement
for
Insertion of two Velux Conservation Heritage roof
windows to rear single-storey roof and creation of new
rear entrance door
at
5 St Albans Road, Codicote. Hitchin.
Hertfordshire. SG4 8UT

November 2025

1. Introduction

This application seeks consent for modest alterations to the rear elevation of the property, comprising the installation of two Velux conservation heritage roof windows within the rear single-storey roof slope and the formation of a new rear entrance door. The property currently has no rear access, and the proposed works will improve functionality and amenity for the occupiers.

The driving force behind this application is the need for a new rear entrance door. Over the past few years the applicant has developed a progressively debilitating illness, Myasthenia Gravis, which is a chronic Autoimmune Disorder.

The property does not have a rear entrance or any alternative means of egress from the building, which is not ideal if the main entrance became inaccessible, for instance, in the case of a fire hazard situation.

It would also make the nearby convenience store more accessible to the applicant.

Supporting documentation is attached, including a Planning Statement, Heritage Statement Addendum, and Maintenance and Materials Note. Together, these demonstrate that the proposals are modest, sympathetic, and fully compliant with relevant planning and heritage policies.

2. Proposed Development

Roof windows: Two Velux Conservation Heritage-style rooflights are proposed, set flush with the roof plane to minimise visual impact. Their design and detailing are specifically intended for use in conservation areas, ensuring compatibility with the historic character of the locality.

The use of these windows have previously been approved for use on the nearby Grade II listed buildings at North Barn, on Bakers Lane and on the Tythe Barn on St Albans Road.

Rear entrance door: A new rear access door will be created at ground floor level, through the existing outside wall of the rear single storey extension to the property. This wall forms part of a substantial garden wall that encloses the property on its eastern side.

The new rear access will provide practical access to Bakers Lane, a publicly maintained adopted highway under Hertfordshire County Council's responsibility.

Bakers Lane is narrow (approx. 3.5 metres wide) and very rarely trafficked, with very limited vehicular use.

Three other dwellings already have principal doors opening directly onto Bakers Lane, and the proposed rear entrance door will be of sympathetic design, and with materials consistent with the existing property.



Existing rear elevation of the property.

The approximate positions of the new rear door and two Velux Conservation Heritage-style rooflights are shown by the red dashed lines.

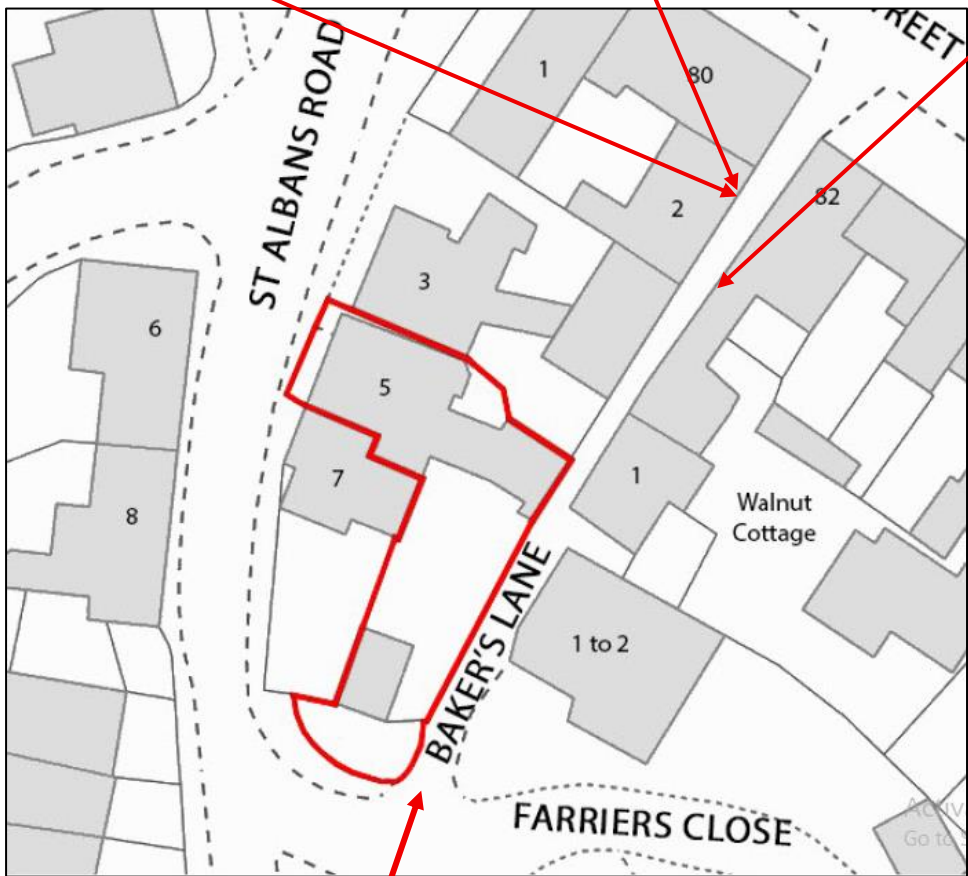
Site Photographs and location are shown below, with the application site edged in red



2 Bakers Lane



Walnut Cottage, Bakers Lane



Rear extension for proposed rear entrance door and Velux rooflights.

View looking down Bakers Lane

3. Site Context & Location

Relevant Planning History

The application site received planning approval for a single storey rear extension on 13th August 2019, as follows

Application: 19/01328/FPH

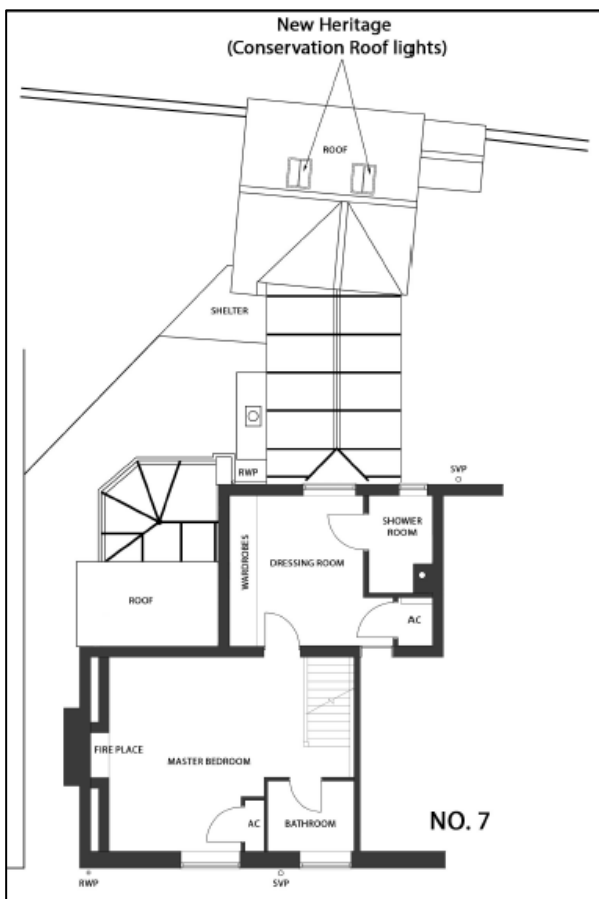
Proposal: Single storey rear extension following removal of existing W.C. and ancillary works

Location: 5 St Albans Road, Codicote, Hitchin, Hertfordshire, SG4 8UT

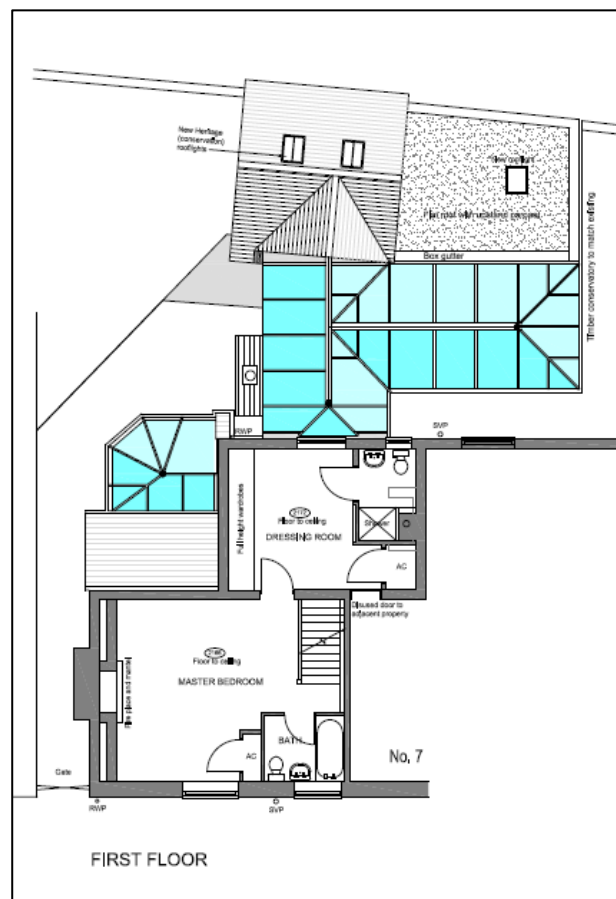
This application involved more substantial works to the dwelling, but was not implemented. However, the approval contained provision for two Velux rooflights, in the exact same position as proposed with this application.

Comparison of the approved plans are shown below;

This current Proposal (First Floor)



Previously approved application (First Floor)



As shown and stated previously, number 2 Bakers Lane and Walnut Cottage also have principal doors opening onto Bakers Lane. Approved planning permissions relating to these properties are of relevance to this application.

Details are shown below;

2 Bakers Lane, Codicote, Hertfordshire, SG4 8XG

Application: 23/00326/FP

Proposal: Conversion of first floor from office use to residential 2-bed flat.

Approved 29th March 2023

This change of use allowed the only entrance to the residential conversion to be accessed from Bakers Lane.

Walnut Cottage, Bakers Lane, Codicote, Hitchin, SG4 8XG

Application: 13/01869/1HH

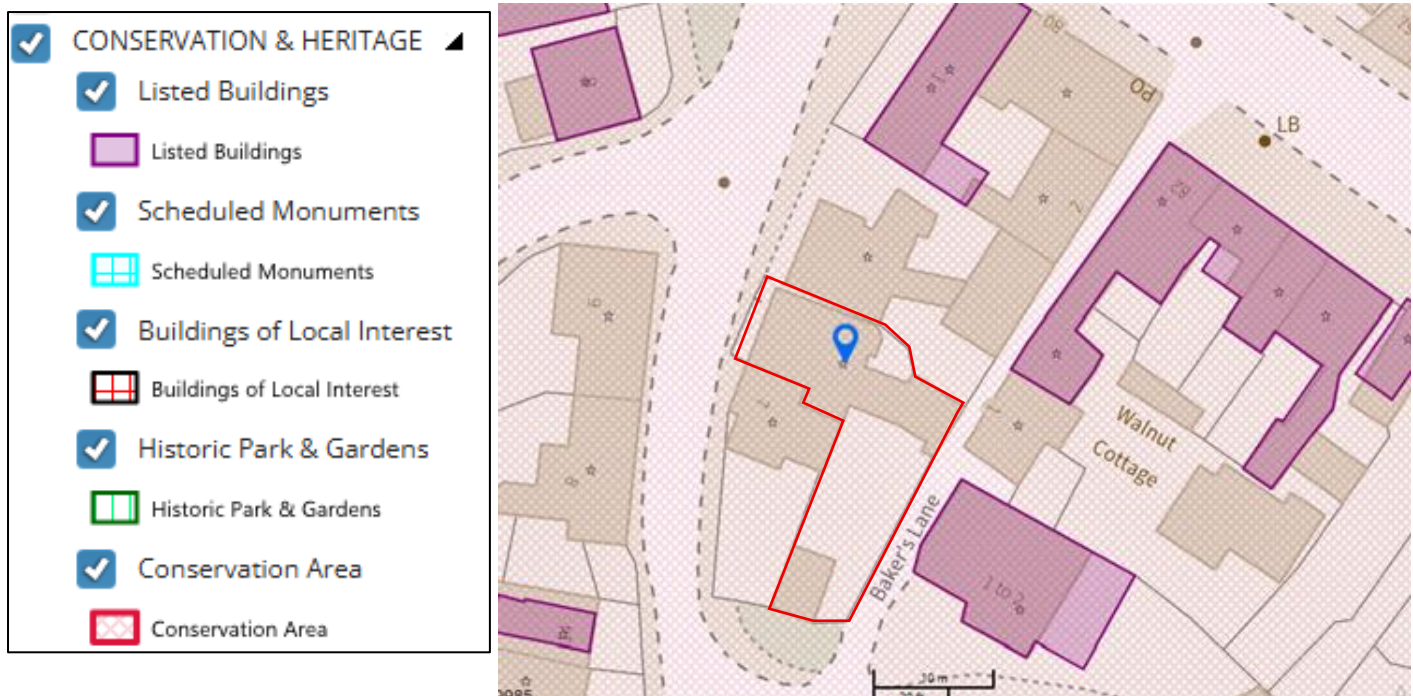
Proposal: External alterations to garage, involving the removal of garage door and insertion of bi-fold door and the removal of secondary door and insertion of a front door.

This application also allowed a front door with access from Bakers Lane.

Location

- The property is located within Codicote, and within the designated Conservation Area.
- The dwelling is of traditional character, with rear elevations not visible from the principal street frontage.
- The site lies within the administrative boundary of North Hertfordshire District Council.

***The extract shown below is taken from the North Herts Interactive Map
(Site edged in red)***



The application site and dwelling are located within the conservation Area, but is neither a listed building or a building of Local Interest.

4. Design and Heritage Considerations

- The proposed roof windows are conservation-grade units, designed to replicate traditional detailing and minimise intrusion.
- The rear elevation is not prominent within the conservation area, and the alterations will not harm the character or appearance of the designated heritage asset.
- The new rear door will be modest in scale and will not detract from the architectural integrity of the property.
- Overall, the proposals represent sympathetic and proportionate changes that respect the conservation area setting.

5. Planning Policy Compliance

The proposals accord with:

National Planning Policy Framework (NPPF): Paragraphs relating to conserving and enhancing the historic environment.

North Hertfordshire Local Plan: Policies on design, heritage, and residential amenity.

Codicote Neighbourhood Plan 2024 – 2031

The works are minor in nature, preserve the character of the conservation area, and enhance the functionality of the dwelling, and improve the amenity and living conditions for the disabled occupant.

6. Conclusion

The proposed alterations are modest, well-designed, and appropriate to the conservation area context. They will not result in harm to heritage significance and will improve the amenity of the property. Planning permission is therefore respectfully sought.

Heritage Statement Addendum

Conservation Area Context

The property lies within the Codicote Conservation Area, where the prevailing character is defined by traditional village form, modest domestic architecture, and a mix of historic and sympathetic later alterations. The proposed works are located to the rear of the dwelling, away from the principal street frontage, and will not affect key public views within the conservation area.

Rear Roof Windows

- The proposed Velux conservation heritage rooflights are designed specifically for use in sensitive heritage contexts.
- They will sit flush with the roof plane, minimising visual intrusion.

- Their placement on the rear roof slope ensures they are not prominent in the wider conservation area.
- The design respects the historic character and will not harm the significance of the conservation area.

Rear Entrance Door onto Bakers Lane

- The new rear entrance door will provide direct access onto Bakers Lane, a publicly maintained adopted highway under Hertfordshire County Council's responsibility.
- Bakers Lane is narrow (approx. 3.5 metres wide) and lightly trafficked, with very limited vehicular use.
- Three other dwellings already have principal doors opening directly onto Bakers Lane, establishing a clear precedent for such arrangements.
- The proposed door will therefore be consistent with the established pattern of development and will not introduce any harmful or incongruous feature.
- The modest scale and sympathetic detailing of the door will ensure compatibility with the conservation area's character.

Impact Assessment

- The proposals are minor in scale and sympathetic in design.
- They will not result in harm to the character or appearance of the conservation area.
- The rear door reflects existing local arrangements and enhances the functionality of the dwelling without detracting from heritage significance.
- The roof windows are conservation-grade and appropriately detailed, ensuring compliance with heritage policy requirements.

Conclusion

The proposed alterations preserve the character and appearance of the Codicote Conservation Area. They represent proportionate, well-considered interventions that respect the historic environment while improving the amenity of the property. The application therefore accords with the statutory duty under Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the NPPF, and relevant policies of the North Hertfordshire Local Plan.

Maintenance & Materials Note

All proposed works will be undertaken using high-quality materials appropriate to the conservation area setting.

Roof windows: The Velux conservation heritage units will be finished in a traditional dark colour to match existing roof coverings. They will sit flush with the roof plane and be installed in accordance with manufacturer specifications to ensure durability and minimal visual impact.

Rear entrance door: The new door will be constructed of timber (or timber-effect composite if required for durability), painted in a muted, traditional colour consistent with the property's character. Ironmongery will be of a simple, traditional style.

Ongoing maintenance: Both the roof windows and the rear door will be maintained in good condition, with repainting and resealing undertaken as necessary to preserve their appearance and weatherproofing. Any future repairs will be carried out using materials and finishes consistent with the original installation.

This commitment ensures that the proposed alterations will remain sympathetic to the conservation area and will not detract from its character over time.

Design & Access Statement

Design Principles

- The proposed alterations are modest in scale and sympathetic to the existing dwelling. The design approach has been guided by:
- Respect for the conservation area setting.
- Use of conservation-grade roof windows that sit flush with the roof plane.
- A rear entrance door of traditional design and materials, consistent with the property's character.
- Ensuring alterations are proportionate and do not detract from the architectural integrity of the building.

Layout

- The roof windows are positioned on the rear single-storey roof slope, ensuring minimal visibility from public viewpoints.
- The new rear entrance door is located at ground floor level, providing direct access onto Bakers Lane. This improves circulation and usability of the dwelling without altering the principal street frontage.

Scale

- The roof windows are modest in size and proportionate to the roof slope.
- The rear door is of standard domestic scale, ensuring it integrates seamlessly with the existing elevation.
- No increase in building footprint or height is proposed.

Appearance

- Conservation-style rooflights will be finished in a traditional dark colour to match existing roof coverings.
- The rear door will be timber (or timber-effect composite), painted in a muted, traditional colour with simple ironmongery.
- The overall appearance will remain consistent with the character of the property and the wider conservation area.

Access

- The new rear door will provide direct access onto Bakers Lane, an adopted public highway maintained by Hertfordshire County Council.
- Bakers Lane is narrow (approx. 3.5 metres wide) and very rarely trafficked, with three other dwellings already having doors opening directly onto it.
- The proposal therefore reflects established local arrangements and does not introduce any adverse access or highway safety issues.

November 2025