



NORTON STUDIO ARCHITECTS
HISTORIC AND SUSTAINABLE BUILDING SPECIALIST

ARCHITECT ACCREDITED IN BUILDING CONSERVATION

5 Croft Lane – Norton – Letchworth Garden City – Herts – SG6 1AS

e – [REDACTED]
t – [REDACTED]

HERITAGE, DESIGN AND ACCESS STATEMENT FOR ALTERATIONS AND EXTENSION AT
221 ICKNIELD WAY, LETCHWORTH GARDEN CITY, SG6 4TU



221 Icknield Way. Courtesy of the Letchworth Garden City Collection.

APPLICANT

Emma & Patrick Bennett
221 Icknield Way
Letchworth Garden City, Herts
SG6 4TU

DATE: 20/08/25
REV: ISSUED TO CLIENT
DATE: 01/09/25
REV: A ISSUED TO CLIENT
DATE: 03/09/25
REV: B ISSUED TO CLIENT

AGENT

Norton Studio Architects
5 Croft Lane
Norton
Letchworth Garden City
Herts

Document No: 2506.PD.235

**RIBA STAGE 2 –
CONCEPT STAGE**

CONTENTS

1. INTRODUCTION
2. UNDERSTANDING THE HERITAGE ASSET AND CONTEXT
3. DESIGN DISCUSSION
4. IMPACT ON THE SIGNIFICANCE AND MANAGING CHANGE
5. CONCLUSION
6. ACCOMPANYING DOCUMENTS
7. APPENDIX

1. INTRODUCTION

This Heritage, Design & Access Statement is written in support of an application for extension and alterations to 221 Icknield Way, Letchworth Garden City, SG6 4TU. The cottage is located within the Letchworth Garden City Heritage Foundation's Heritage Character Area and is Grade II listed, and in the Letchworth Conservation Area.

The listing for the cottage is as follows:

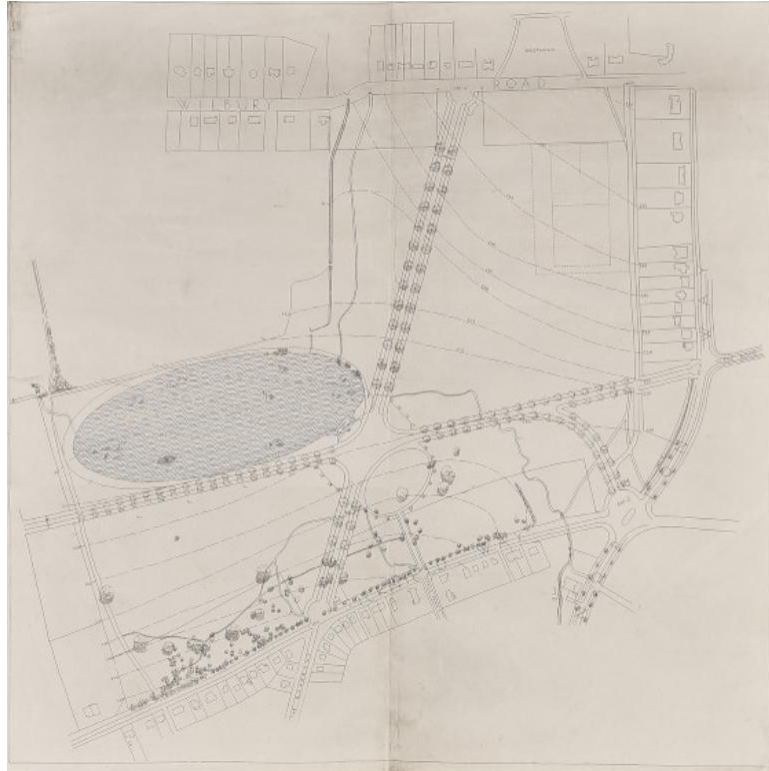
ICKNIELD WAY 1. 5255 No 221 TL 2133 6/62 II 2. 1905 by Bennett and Bidwell. Cottage in the vernacular style. Awarded second prize in Class I of the 1905 Cheap Cottages Exhibition. One and a half storeys. Three windows gabled front. Tiled roof with brick stack. Weather-boarded brick walls. Framed casement windows. Entrance with half glazed door.

Listing NGR: TL2179433040

Our client, Mr and Mrs Bennett, wish to extend the cottage for the addition on a new first floor bedroom and to extend the existing kitchen. In addition, they would like to add a new garden annex to be used as a garden office. At this time, the opportunity will be taken to insulate the walls and floors in addition to insulating the roof and replacing the existing roof tiles.

2. UNDERSTANDING THE HERITAGE ASSET AND CONTEXT.

221 Icknield Way is located on the corner of Icknield Way and The Quadrant, facing onto Norton Common. Below is a sketch plan from Architect, Barry Parker who designed the masterplan for Letchworth Garden City. The plan below originates from between 1900-1930 and includes 221 Icknield way to the south of the plan.



Barry Parker's sketch plan of Norton Common. Courtesy of the Letchworth Garden City Collection.

The cottage originates from the early C20th century and was designed by Bennett and Bidwell. There are features of black stained timber weatherboarding. Due to the listing and history of the cottages, it is important that any changes to the fabric of the building remain consistent with the existing design of the cottage.

In the 1990s, there was the addition of a two story rear extension and a single story side extension to the property. See below photo of the cottage prior to the later extension.



221 Icknield Way. Courtesy of the Letchworth Garden City Collection.

3. DESIGN DISCUSSION

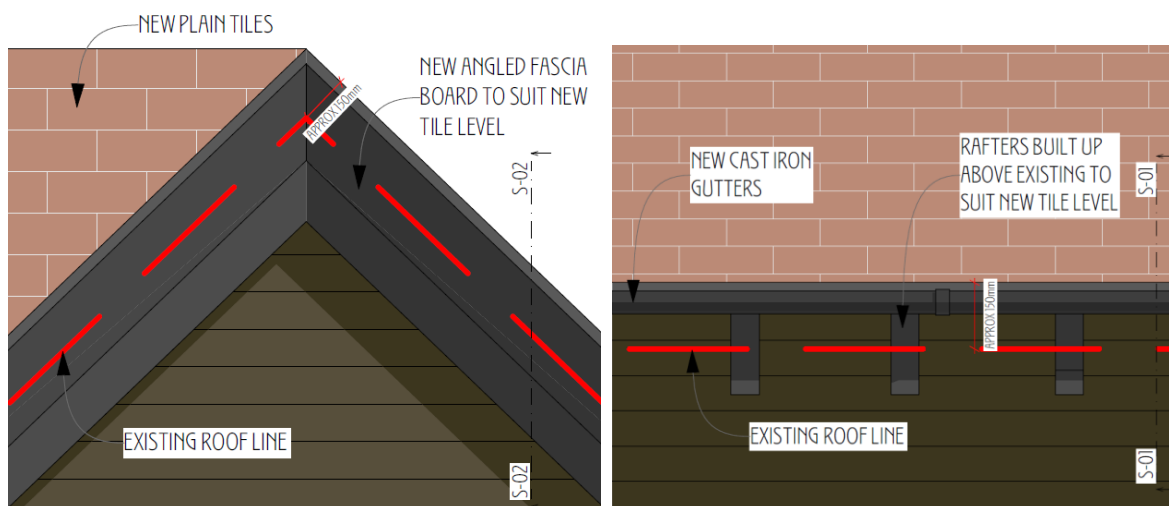
Mr and Mrs Bennett would like to make alterations and to extend the cottage on Icknield Way, to create an additional bedroom for their growing family in addition to extending the kitchen and creating a new garden annex to allow for additional space in the house for the family.

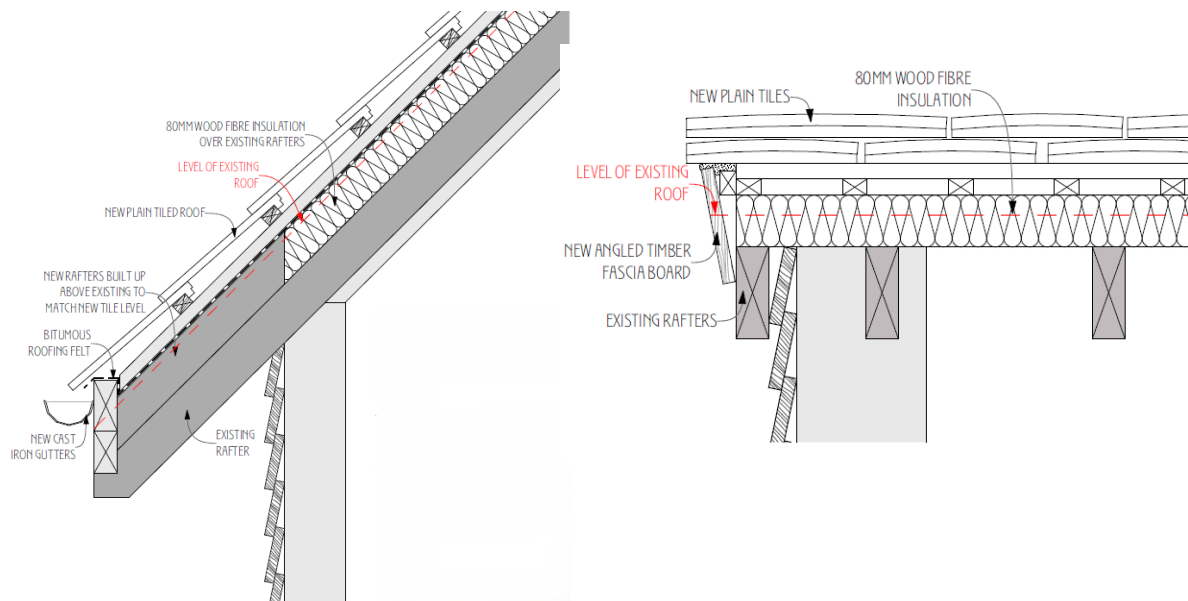
In order to achieve this, a two story extension to the rear of the property is proposed. This is to replace a modern late C20th extension to the house, which currently has a felt roof and is not in keeping with the materials and style of the existing cottage. There have also been modern alterations to the roof tiles on the cottage. The house currently has concrete roof tiles which are proposed to be replaced with new clay plain tiles, which is more in keeping with the original style of the cottage.

The proposed extension has been designed in a way that is similar to the existing cottage. It is proposed that there is an additional gable to the rear of the property, matching the original, however stepping back to be subservient to the existing. This will feature black stained timber weatherboarding to match the existing, with plain tiles, and timber windows. The extension features a cat slide roof, extending down to the kitchen. It is proposed that the existing glazed doors to the kitchen will be refurbished and reused.

The clients are keen to better insulate the extension and existing property. This will be achieved by insulating the existing timber suspended floor to the kitchen and installing underfloor heating and removing the existing floor to the playroom and replaced with insulated limecrete floor with underfloor heating. This will raise the floor level by approximately 120mm, however this is a modern element and will have no impact on any historical fabric. In addition to these thermal upgrades, it is proposed that the existing external walls to the kitchen and the playroom will be insulated internally with wood fibre insulation.

As the roof tiles are proposed to be replaced, the opportunity will be taken to insulate over the rafters, therefore, raising the roof height by approximately 150mm. It is proposed that the rafters are built up above the existing so suit the new tile level. On the gable ends, a new angled fascia board is proposed to suit the new tile level. Please see below details of the proposed roof details.





The extension which is proposed has been designed in a way that is sympathetic to the original cottage. The new bedroom has been located within the extension, with the opening in the modern fabric of the property, so there is minimal impact on the historic fabric. It is proposed that there is a new conservation style rooflight which is in keeping with the style of the property and is located to the rear to reduce the visual impact. It is proposed that there are two new conservation style egress access rooflights to replace the modern rooflight to Bedroom 2. These rooflights will be in a style which are more suitable to the style of the cottage than the existing rooflight. The additional rooflight to this bedroom will allow ventilation to the bedroom, which has been an issue for the clients, particularly during warm weather.

New aluminium/timber sliding doors are proposed for the garage/playroom to open up the space into the garden, this is a modern addition to the house, therefore, only affecting modern material. The doors will be in a style which is in keeping with the property.

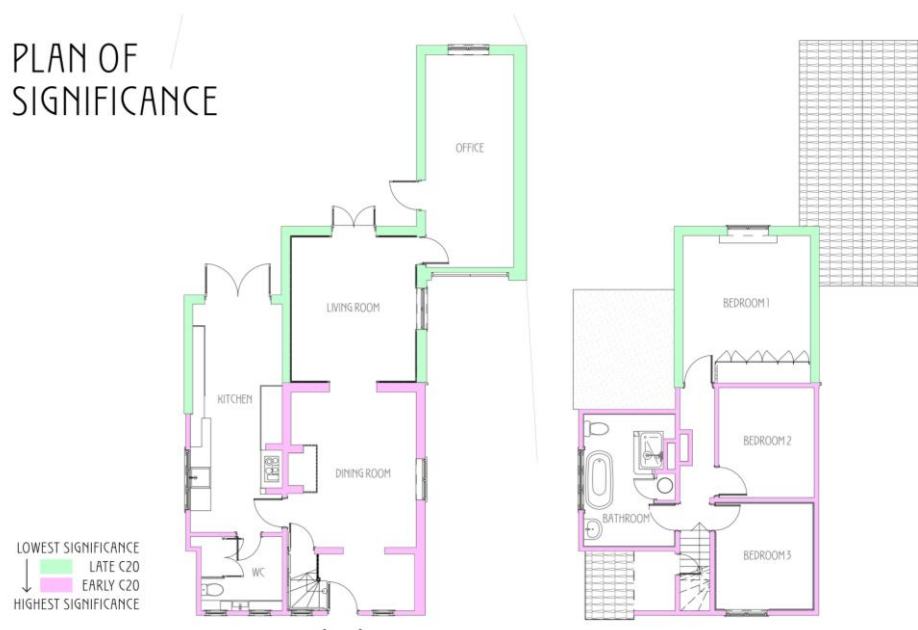
It is also proposed that there is a new garden office, located at the end of the garden. This has been designed with the Letchworth Garden City Heritage Foundation design guidance in mind. Proposed materials include black stained timber weatherboard, plain tiles, and timber windows to match the cottage.

4. IMPACT ON THE SIGNIFICANCE AND MANAGING CHANGE

The proposals to 221 Icknield way have been designed with consideration to the historical fabric of the building. There will be minimal impact on the existing building, with alterations to modern elements of the property. The garage is a modern element which was erected in 1992. It is proposed that the existing door to the garage is replaced with new sliding doors, in a style that is consistent with the style of the cottage. This will allow the family to enjoy this space, with easy access out to the large garden.

PLAN OF SIGNIFICANCE:

Ground Floor and First Floor Plan



RESPONSE TO PRE-APPLICATION ADVICE:

Response from the Letchworth Garden City Heritage Foundation:

From: Christopher Shipman [redacted]
Sent: 17 June 2025 14:13
To: Betty Bowkett [redacted]
Subject: RE: Pre-Application Request - 221 Icknield Way

Dear Betty,

Your details have been reviewed, and the following comments are made; you should be aware that these comments are informal officer opinions in the context of the current Design Principles and made without prejudice to any final decision:

1. The proposed seems to be acceptable,
2. I do not think we could support the use of Blue window frames, however, I see the note that this may be subject to change.
3. Please could you provide a spec or manufacturer and name of the proposed roof tiles when you make a formal application.

Regards Chris Shipman

Christopher Shipman
Design and Development Officer

Tel: [redacted] Mobile: [redacted]

Letchworth Garden City Heritage Foundation, One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF

Advice from the Letchworth Heritage Foundation stated that the proposal seems acceptable, however, they would not support the windows being painted blue. In response to the advice, the proposed window colour for the new doors and windows have been changed to painted brown to match the existing windows.

The specification for the new plain tiles to the existing and new roof are the Marley Ashdowne Handcrafted Plain Tiles in Aylesham Mix.

Response from North Hertfordshire District Council:

Furthermore, the proposal would re-introduce plain tiles to both the proposed roof of the extension and the existing roof slopes, which is commensurate with the original character of the property. Roof lights are an existing feature on the property. Notwithstanding this, the proposed roof light would not be visible from the street scene and would be 'Conservation-style', which is acceptable within the Conservation Area. Therefore, the proposed extension is likely to not have an adverse impact on the distinctive character of the host dwelling or the Letchworth Conservation Area and be acceptable in design terms.

The proposed development would minimally increase the footprint of the property and would therefore not constitute a further detractor from the significance of the property as modest 'cheap' cottage in light of the existing 1990s extensions. As outlined in comments received from the Conservation Officer, the proposed development would be sympathetic to the original gable design of the cottage and offers an opportunity to reinstate traditional materials, such as the plain tiles to the roof.

Furthermore, the proposed garden office has been designed with regard to the Letchworth Garden City Heritage Foundation design guidance through the use of materials which are sympathetic to the host dwelling. On these grounds, the Conservation Officer affirms that the garden office is unobjectionable.

Therefore, in regard to impact on heritage assets, the proposed development accords with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policy HE1 of the Local Plan, and Section 16 of the NPPF.

In conclusion, it is my opinion that if a planning application and listed building consent were submitted with the current plans, given the aforementioned points on design and neighbour amenity, the proposal would likely be looked upon favourably. Any advice given by Council Officers for pre-application enquiries does not constitute a formal response or decision by the council with regards to future planning permission or other consents. You should also be aware that the information provided within this document gives no guarantees about the final formal decision made on a planning application.

North Herts District council's pre-application response was overall positive and supportive of the scheme. The council stated that the proposals would not have an adverse impact on the character of the cottage, and there have been minimal changes to the historic fabric of the building. Material and design choices have been chosen to reflect the design of the cottage and the surrounding area, such as the Marley Ashdowne Handcrafted Plain tiles (Aylesham mix), which have been specified and the Conservation Style Access Rooflights to replace the existing inappropriate style Velux roof light and to the new extension.

Below are the original plans of 221 Icknield Way by the Architects Bennett & Bidwell.

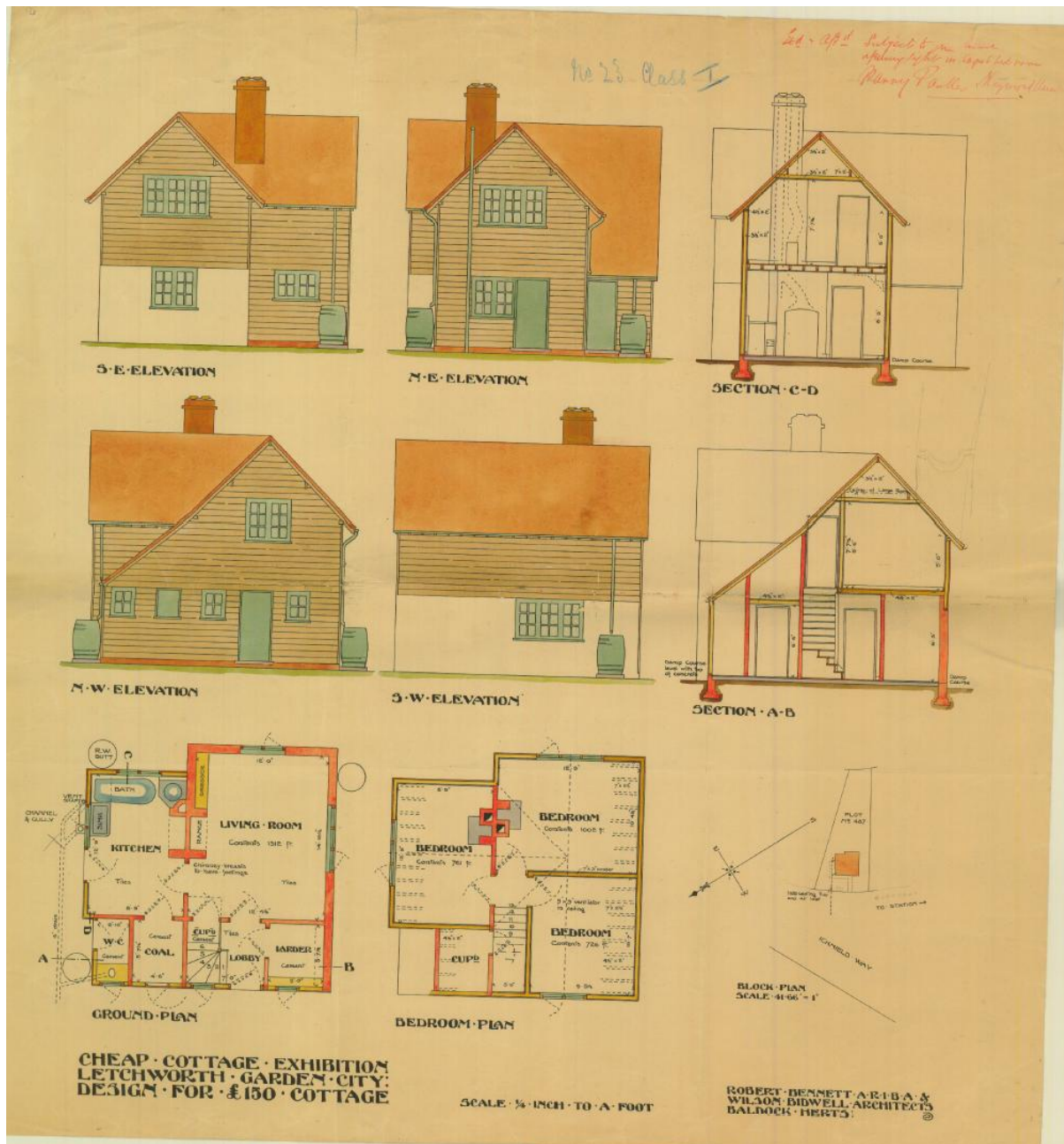


Image Courtesy of the Letchworth Garden City Heritage Foundation.

The proposals and measures proposed to mitigate any potential impact to the significance of the structures are set out in this mitigation table:

Proposal	High/mid/low significance	Mitigation
Replacement plain tiled roof to existing roof and extension.	Low	Current roof tiles are not original and are currently concrete. Replacement tiles and new tiles to the extension will be plain tiles, which is more appropriate with the style of the cottage. This is a heritage gain.
Roof height raised by approx. 150mm.	Mid	It is proposed that the roof height will be raised by approx. 150mm. This is to allow for the cottage to be further insulated with wood fibre insulation over the existing rafters. This will not impact any of the historical fabric of the building and will provide much needed thermal improvements.
Replacement of late C20th external door to garage with new aluminium/timber door	Low	Replacement of external side door to the playroom/previous garage. This is a modern extension, therefore no historic fabric removed. New sliding doors will allow for easy access out to the large garden and will allow for additional daylighting.
Existing UPVC soil stack replaced with cast iron	Low	Existing UPVC Soil Stack is to be replaced with a new cast iron soil stack and will be raised above the first floor window. This is a heritage gain.
New two story extension and removal of late C20 Kitchen extension	Mid	The removal of the late C20 extension will not have any impact on the historic fabric of the building. The extension will be in an appropriate style for the cottage. There will be a medium significance to the proposal, as the roof to the existing property will have to be trimmed back to allow for the addition of a new bedroom to the first floor, where the two roofs meet.
New opening for door to a new first floor bedroom	Low	The new opening to the new bedroom 4 on the first floor has been located within the area of the Late C20 extension. Therefore, no historic fabric will be altered or removed for the new door.
Removal of rooflight to Bedroom 2 and 2 new conservation style egress access rooflights	Mid	The existing rooflight is a late C20 addition, which would have been added with the rear extension. The proposed conservation style rooflights are more in keeping with the style of the cottage rather than the inappropriate style modern Velux rooflight. This will provide additional ventilation to the bedroom, which is a concern, particularly during the summer. The rooflights will be flush with the roof finish. The existing rafters will have to be trimmed to suit the new rooflights, which would be of medium significance.
Door to Living Room/Playroom raised by Approx 120mm	Low	It is proposed that the door between the Living room and playroom is to be raised by approximately 120mm to accommodate for a new step up in the Playroom, which is needed to insulate the existing floor. This will have no impact on any historic fabric due to this being located in the Late C20 extension.

5. CONCLUSION

Mr and Mrs Bennett wish to extend the cottage in a way that is sensitive to the cottage's significance by replacing the roof tiles to traditional plain tiles and extending in a way that is subservient to the original property, whilst being of the same style.

The clients are keen to extend the house, with an additional bedroom, new playroom, office annexe and extended kitchen/diner for their growing family, whilst also thermally insulating the house for more comfortable living.

We hope that these proposals will therefore be supported, to help our client create a positive future for 221 Icknield way

6. ACCOMPANYING DOCUMENTS

Accompanying this document are the following documents:

2503_SD_100A LOCATION PLAN (A3)

2503_SD_101A EXISTING BLOCK PLAN (A3)

2503_SD_102A EXISTING PLAN (A3)

2503_SD_103A EXISTING ELEVATIONS (A3)

2503_PD_201 PROPOSED BLOCK PLAN (A3)

2503_PD_202 PROPOSED PLANS (A3)

2503_PD_203 PROPOSED ELEVATIONS (A3)

2503_PD_204 PROPOSED GARDEN OFFICE (A3)

2503_PD_205 PROPOSED ROOF DETAIL SHEET (A3)

7. APPENDIX

7.01 LETCHWORTH GARDEN CITY HERITAGE FOUNDATION PRE-APP RESPONSE

From: Christopher Shipman [redacted]
Sent: 17 June 2025 14:13
To: Betty Bowkett [redacted]
Subject: RE: Pre-Application Request - 221 Icknield Way

Dear Betty,

Your details have been reviewed, and the following comments are made; you should be aware that these comments are informal officer opinions in the context of the current Design Principles and made without prejudice to any final decision:

1. The proposed seems to be acceptable,
2. I do not think we could support the use of Blue window frames, however, I see the note that this may be subject to change.
3. Please could you provide a spec or manufacturer and name of the proposed roof tiles when you make a formal application.

Regards Chris Shipman

Christopher Shipman
Design and Development Officer

Tel: [redacted] Mobile: [redacted]

Letchworth Garden City Heritage Foundation, One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF



www.north-herts.gov.uk

Norton Studio Architects

Our Ref : 25/01507/PREH

5 Croft Lane
Norton
Letchworth Garden City
SG6 1AS

Contact : William Thompson
Direct Line :
Email :
Date : 30th July 2025

FAO: Adam Grant

Dear Sir / Madam,

Pre Application Householder : Two storey rear extension and removal of modern single storey element. Replacement roof tiles and garden annex.

221 Icknield Way, Letchworth Garden City, Hertfordshire, SG6 4TU

National Planning Policy Framework, 2021

Section 12 – Achieving well-designed places

Section 16 – Conserving and enhancing the historic environment

North Hertfordshire Draft Local Plan 2011-2031

Policy SP1 - Sustainable development in North Hertfordshire

Policy SP9 - Design and sustainability

Policy T2 - Parking

Policy D1 - Sustainable design

Policy D2 - House extensions, replacement dwellings and outbuildings

Policy D3 - Protecting living conditions

Policy HE1 - Designated heritage assets

Site and Surroundings

The application site accommodates a two-storey, detached dwelling constructed of brick with black

North Herts Council, PO Box 10613, Nottingham, NG6 6DW



timber weatherboarding, concrete roof tiles and timber windows.

Since its construction in 1905, the Class 1 Cheap Cottage has been extended to include the present integrated garage, two-storey rear extension and single storey side extension (ref. 92/01158/1 & 92/01325/1LB).

The application site resides in the Letchworth Conservation Area. The gable design of the dwelling is typical of properties along Icknield Way.

Proposal

Pre application advice is sought for *“Two storey rear extension and removal of modern single storey element. Replacement roof tiles and garden annex.”*

Key Issues

The key issues for consideration are as follows:

- The acceptability of the design of the proposed development and its resultant impact on the area and heritage assets.
- The impact that the proposed development would have on the living conditions of neighbouring properties.
- The impact that the proposed development would have on car parking provision in the area.

Principle

The proposal is an extension to a dwelling within the settlement boundary of Letchworth, where development is supported in principle.

Design and Appearance

Policy D1 of the Local Plan requires that development proposals respond positively to the site's local context, retain existing vegetation and minimise the visual impact of street furniture and parking provision. Policy D2 of the Local Plan requires extensions to houses to incorporate design that is sympathetic to the main dwelling in terms of its scale, form and orientation and does not harm the character and appearance of the locality around the site. These policies are broadly consistent with Section 12 of the National Planning Policy Framework.

The proposed side extension to the north-east elevation would replace the existing single storey flat roof extension with a two-storey extension. The two-storey extension would have a dual-pitched roof, with a catslide slope to the east featuring a Conservation-style rooflight.

The proposed extension would be sympathetic to the host dwelling in both design, scale and choice of materials. The proposed catslide roof would mimic the existing catslide roof featured on the north-west elevation. While the extension would be visible from the street scene, the proposal would largely cover the existing footprint of the existing single storey extension meaning there would only be a slight increase in footprint. Combined with the catslide roof, the extension would appear subservient to the existing gable projection to the north-east elevation, as to reduce the visual impact of the proposal. The assimilation of the extension with the host dwelling is supported by the use of black weatherboarding and timber framed windows and doors to match existing materials.

Furthermore, the proposal would re-introduce plain tiles to both the proposed roof of the extension and the existing roof slopes, which is commensurate with the original character of the property. Roof lights are an existing feature on the property. Notwithstanding this, the proposed roof light would not be visible from the street scene and would be 'Conservation-style', which is acceptable within the Conservation Area. Therefore, the proposed extension is likely to not have an adverse impact on the distinctive character of the host dwelling or the Letchworth Conservation Area and be acceptable in design terms.

The proposed garden office would be positioned at the south-east most point of the rear curtilage. The garden office would have a dual-pitched roof measuring 2.4m to the eaves and 4.05m to the ridge, with a width of 2.6m and a depth of 4m. Glazed sliding doors are proposed to the east elevation, with a printed timber window to the north elevation.

In line with the Letchworth Garden City Heritage Foundation design guidance, the proposed garden office would be of an acceptable scale, be sited comfortably within the large rear curtilage of the property, and would be finished with black weatherboarding and plain roof tiles to match the host dwelling. Therefore, this element is likely to be acceptable in design terms.

Impact on Neighbour Amenity

Policy D3 of the Local Plan states that planning applications will only be granted where the proposal which do not cause unacceptable harm to living conditions.

221 Icknield Way is a detached dwelling with the north-east elevation facing 223 Icknield Way and the south-west elevation facing 2 The Quadrant. The rear of the garden where the proposed garden room would be located is heavily obscured by vegetation and backs onto the garden of 206 Nevells Road where a tall outbuilding already exists close to the shared boundary line. The proposed side extension would not extend further than the existing side most wall and a first-floor north-east side elevation window already exists. Therefore, the proposal is unlikely to result in unacceptable harm as to be objectionable to neighbour amenity in terms of overdominance, shading or loss of privacy.

Heritage Impact

221 Icknield Way is a Grade II Listed building and resides within the Letchworth Conservation Area. The Historic England List Entry (1101991) for the site is as follows:

ICKNIELD WAY 1. 5255 No 221 TL 2133 6/62 II 2. 1905 by Bennett and Bidwell. Cottage in the vernacular style. Awarded second prize in Class I of the 1905 Cheap Cottages Exhibition. One and a half storeys. Three windows gabled front. Tiled roof with brick stack. Weather-boarded brick walls. Framed casement windows. Entrance with half glazed door.

Policy HE1 states that proposals affecting heritage assets should preserve the significance of the asset and its setting, as is supported by Policy SP1 of the Local Plan and paragraph 208 of the NPPF.

Policy HE1 is commensurate with the LPA's statutory duty to preserve and enhance the character of Listed Buildings and Conservation Areas, as outlined by sections 66(1) and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 respectively.

The proposed development would minimally increase the footprint of the property and would therefore not constitute a further detractor from the significance of the property as modest 'cheap' cottage in light of the existing 1990s extensions.

As outlined in comments received from the Conservation Officer, the proposed development would be sympathetic to the original gable design of the cottage and offers an opportunity to reinstate traditional materials, such as the plain tiles to the roof.

Furthermore, the proposed garden office has been designed with regard to the Letchworth Garden City Heritage Foundation design guidance through the use of materials which are sympathetic to the host dwelling. On these grounds, the Conservation Officer affirms that the garden office is unobjectionable.

Therefore, in regard to impact on heritage assets, the proposed development accords with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policy HE1 of the Local Plan, and Section 16 of the NPPF.

Highways, Access and Parking

The proposal includes an increase in the number of bedrooms from 3no. to 4no. However, the proposed development would minimally increase the footprint of the property in the north-east direction and would therefore maintain sufficient area for the provision of 2no. parking spaces. Therefore, with regard to Policy T2 of the NHLP, there would be no car parking issues arising from the development.

Biodiversity Net Gain (BNG)

The proposal would be considered under a householder application which is exempt from BNG legislation defined under article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Conclusion

In conclusion, it is my opinion that if a planning application and listed building consent were submitted with the current plans, given the aforementioned points on design and neighbour amenity, the proposal would likely be looked upon favourably.

Any advice given by Council Officers for pre-application enquiries does not constitute a formal response or decision by the council with regards to future planning permission or other consents. You should also be aware that the information provided within this document gives no guarantees about the final formal decision made on a planning application.

Yours faithfully,

William Thompson

Graduate Planning Officer

The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>