



Design & Access Statement

27-29 Whitehorse Street, Baldock, SG7 6QF

Change of use of former first floor office into residential, including internal alterations to form first floor residential unit and to facilitate relocation of retail ancillary space to ground floor. Demolition of external stair enclosure and reinstate external wall on original alignment. Replacement windows. New external doors.

Job ref: 22157 – May 2025



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1. The Site

1.1. Site Summary

27-29 Whitehorse Street fronts a busy high street location in the centre of Baldock. The ground floor was previously a hardware store, although is now vacant along with the first floor. There has recently been residential development to the rear of the property.



Figure I – Front elevation (Google Maps)

1.2. Site Location Plan



Figure II - Site Location Plan

1.3. Planning History

Date	Reference	Description
June 2024	24/00202/LBC [Approved]	Demolition of external stair enclosure and reinstate external wall on original alignment. Alternative Victorian-style new and replacement windows, to supersede the Georgian-style windows approved on application 21/01606/LBC. New external doors. Internal alterations to create first floor flat and to facilitate relocation of retail ancillary space to ground floor.
June 2021	21/01606/LBC [Approved]	Demolition of external stair enclosure and reinstate external wall on original alignment. Replacement double-glazed first floor windows. New external doors. Internal alterations to create first floor flat and to facilitate relocation of retail ancillary space to ground floor.
August 2017	17/01713/1LB [Approved]	Demolish single storey rear extension and make good rear elevation. Replace internal door with new external door.
July 2016	APP/X1925/W/16/3147567 [Approved]	Residential development of 6 dwellings comprising 2 x 2 bedroom semi-detached dwellings and a terrace of 4 x 2 bedroom dwellings with associated parking and landscaping following the demolition of 2 existing light industrial warehouses/ workshops, associated structures and lean-to extension (as amended by plans received on 18 September 2015)

Table I – Site planning history

1.4. Listing

27-29 Whitehorse Street is Grade II Listed under entry number 1175770, first listed in 1974.

Details of their listing on Historic England's records note:

"Nos 27 & 29 WHITEHORSE STREET (North Side) (FORMERLY LISTED AS WHITE HORSE STREET)
II GV
C17 or C18, much altered. Red brick front, tiled roof behind parapet. 2 storeys, 3 first floor windows, modern ground floor shop windows. Included for group value.
Nos 27 to 39 (odd) form a group." (Historic England).

2. Proposals

2.1. Proposal Summary

This application already has LBC for the works proposed, under application 24/00202/LBC, and revision of 21/01606/LBC. Formally, a FULL application is also required for the change of use, which seems to have been missed under the original 21/01606/LBC application stage. This application therefore seeks full planning permission for those works, including the change of use of the first floor commercial to residential.

2.2. Externals

There are generally no external changes between this application and the existing LBC permission. These external changes involve new window openings and general repair / remedial work, as well as the removal of the external stair enclosure to the rear.

The existing flat roof over the proposed bathroom is to be insulated externally, to avoid reducing head room, which will result in a marginal increase in height externally. This is hidden to the rear of the site and would not be perceivable.

It is generally thought that the roof finish will have to be removed temporarily to allow installation of a breather membrane and insulation, before re-installation, although the original tiles or reclaimed matches will be used, if required.

A new external soil vent pipe is also proposed, to serve the new kitchen location. This is proposed in black painted cast iron, and would be positioned behind the side chimney stack and therefore be largely hidden from the street scene.

The external windows to the first floor are to be changed to Victorian-style windows, already approved under the LBC.

2.3. Internals

The first floor space is reconfigured, requiring new partition walls being to form access around bedroom 2 and the bathroom at first floor level, and to form a tea point and WC to the ground floor.

The existing chimney structure to the ground floor is also to be removed, as is serving no purpose now the elements above are to be removed.

The ethos internally is to remove any modern or unsympathetic materials (hardboard and insulated plasterboards) and replace with woodfibre insulation and breathable lime plaster. This is not only sympathetic of a listed historic building structure, but will also allow it to breathe naturally.

Floor levels to the first floor area vary, and whilst the original aim was to form a level floor throughout, exploratory work has uncovered issues with this. Steps between spaces must therefore be retained. Floors will still be lifted, however, to allow structural strengthening and the installation of fire separation and acoustic treatments. Historic floorboards will be retained and re-laid as a finished floor treatment where feasible.

2.4. Parking

The area to the rear of 27-29 Whitehorse Street is suitable for 1no. parking space, which would be included in the ownership of the proposed first floor flat.

2.5. Bin Storage

Bins are already stored to the rear of 27-29 Whitehorse Street for both units, and the same would be the case for the residential conversion.

3. Summary

This application seeks full planning permission for the conversion of the first floor from commercial to residential, including all works as approved under listed building consent 24/00202/LBC.

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