



1 Bedford Street

May 2026
Design and Access Statement



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Note - Do not scale from this document, scales indicative.

1.0 Summary

This pre-planning application document relates to 1 Bedford Street, Hitchin, SG49PJ

The description of the proposal is: Stepped rear extension including a loft conversion, creation of a new loft extension, associated internal remodeling, new staircase, and rear kitchen extension into the garden.



Location plan 1:1250 @ A3

1.1 Site Photographs



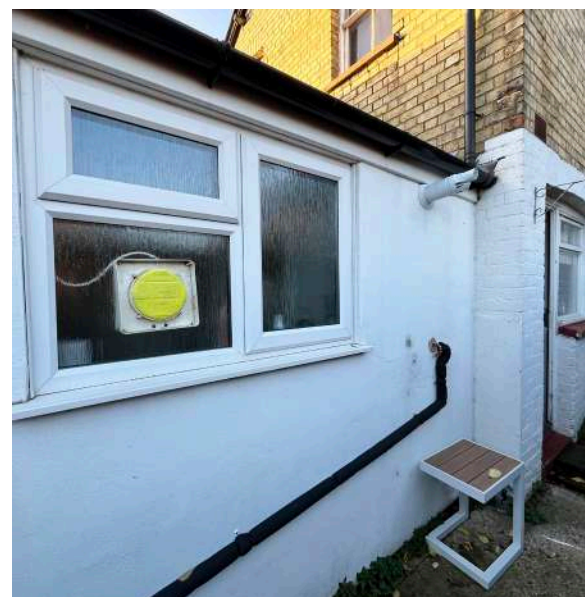
Street View from Bedford Street



Rear view from garden



Rear view from garden



Existing extension



Garden looking East



Garden looking South

1.2 Building Use

1 Bedford Street is a late Victorian semi detached dwelling set over two floors.

1.3 Character Appraisal

The site is located within the Butts Close Conservation Area. The area is characterised by a varied townscape comprising late 19th and early 20th century residential development set around significant areas of open green space. The open green spaces are key to the character of Butts Close Conservation Area.

The surrounding properties are of an eclectic composition and vary in a number of aspects including:

Materials and façade treatments;
Window types and proportions;
Roof forms, including both pitched and flat roofs;
Architectural styles ranging from Victorian and Edwardian to inter-war and later 20th century development.

According to the Butts Close Conservation Area Character Statement, the area is notable for its “well detailed historic buildings”, mature trees, and views across the open landscape of Butts Close. Positive features identified within the appraisal include:

Well detailed houses of varying sizes;
The use of red brick, painted render and tile hanging;
Bay and oriel windows, porches and decorative joinery;
Strong landscape character with mature planting and open green space.



a.



b.



c.



d.



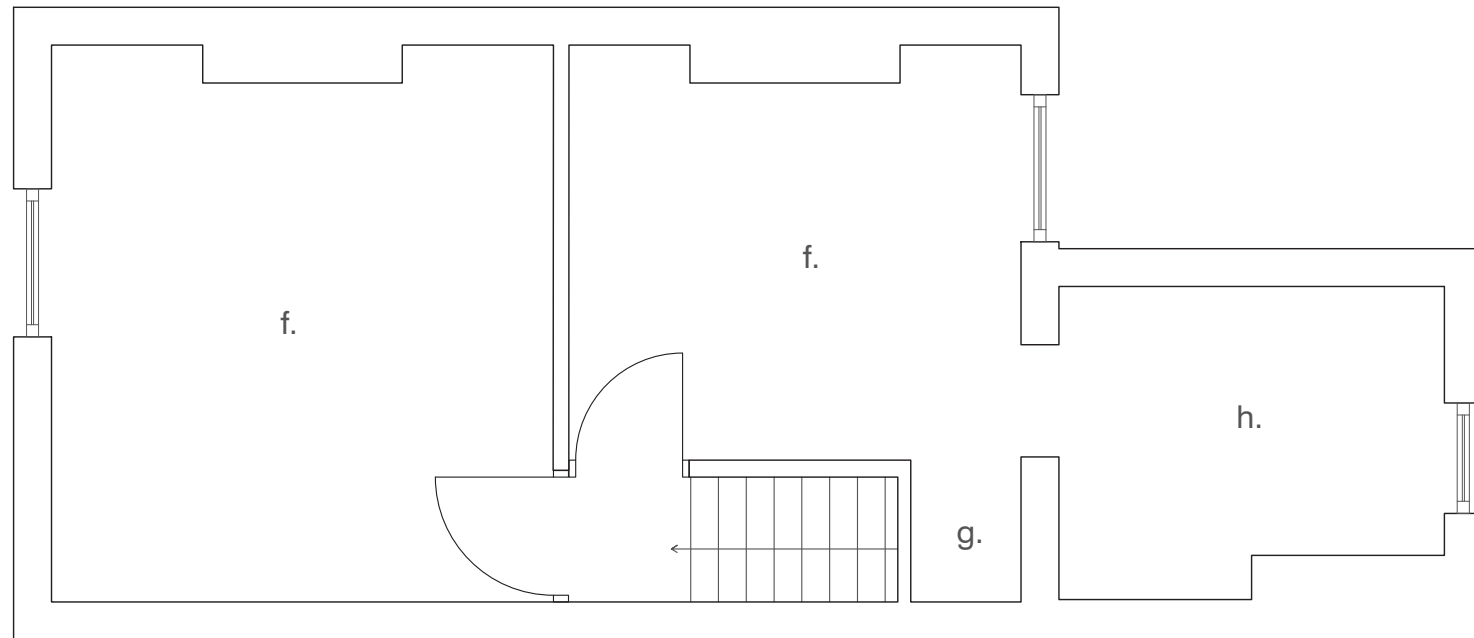
e.

f.

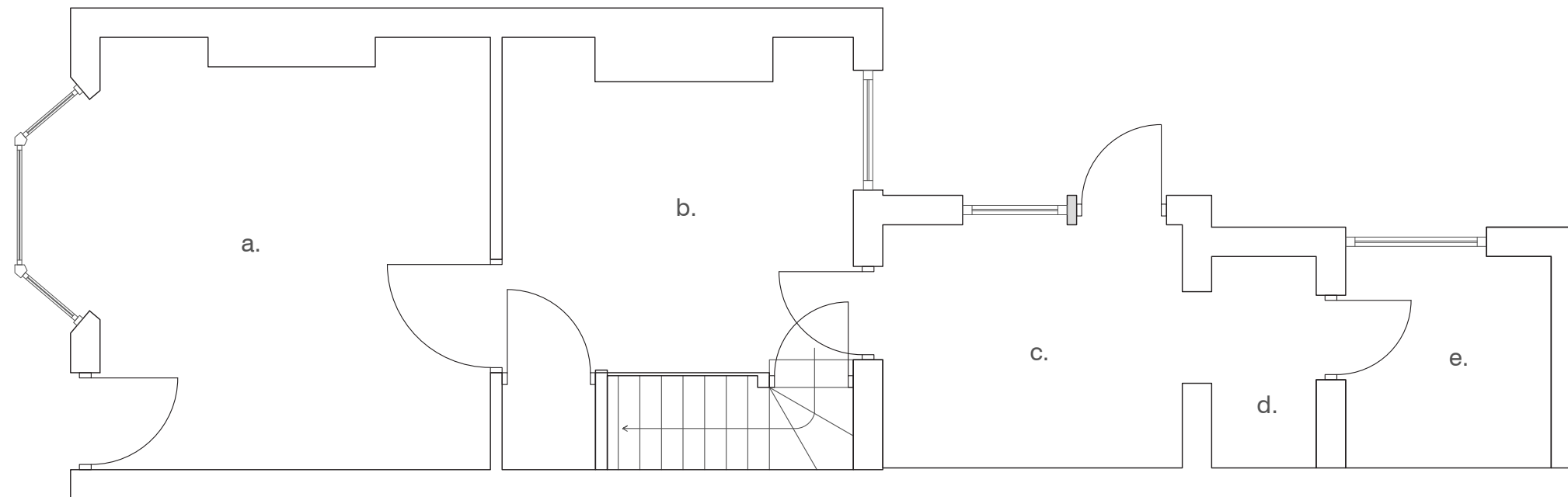
g.

a. Butts Close (Hitchin Conservation Area Townscape Appraisal Map)
b. Butts Close (Hitchin Character Statement)
c. Butts Close Pond
e. Elmside lodge, building of local interest within Butts Close, retrofit by MCA Architects
d. View towards the pond
g. Oughton Head Way modern materials

2.0 Existing Plans



First Floor Plan, Existing
1:50 @ A3



Ground Floor Plan, Existing
1:50 @ A3

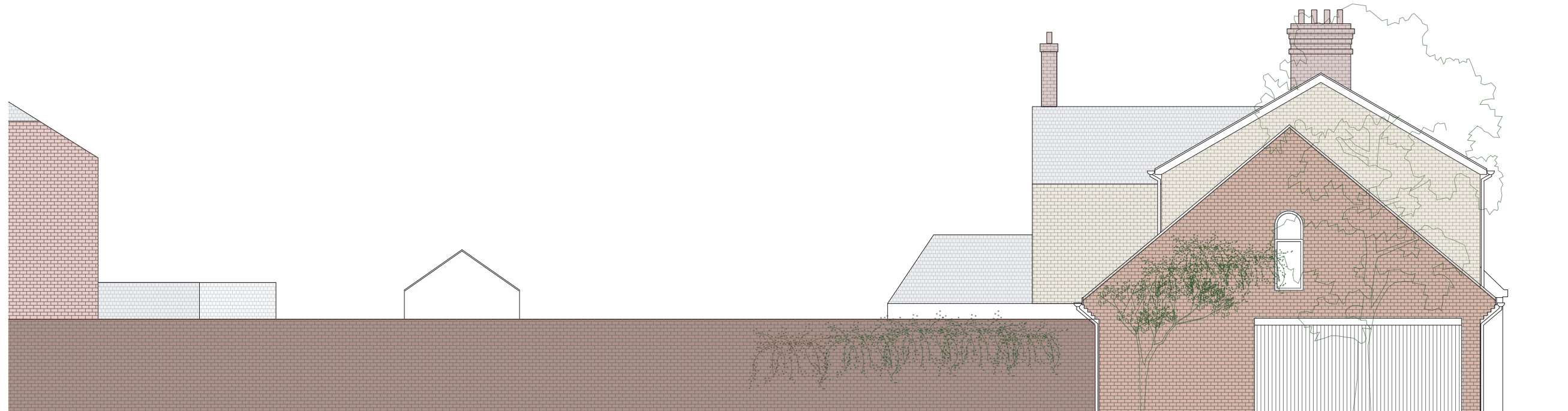
- a. Living room
- b. Dining room
- c. Kitchen
- d. Utility
- e. Bathroom
- f. Bedroom
- g. Storage
- h. Study



Rear South Elevation, Existing
1:50 @ A3

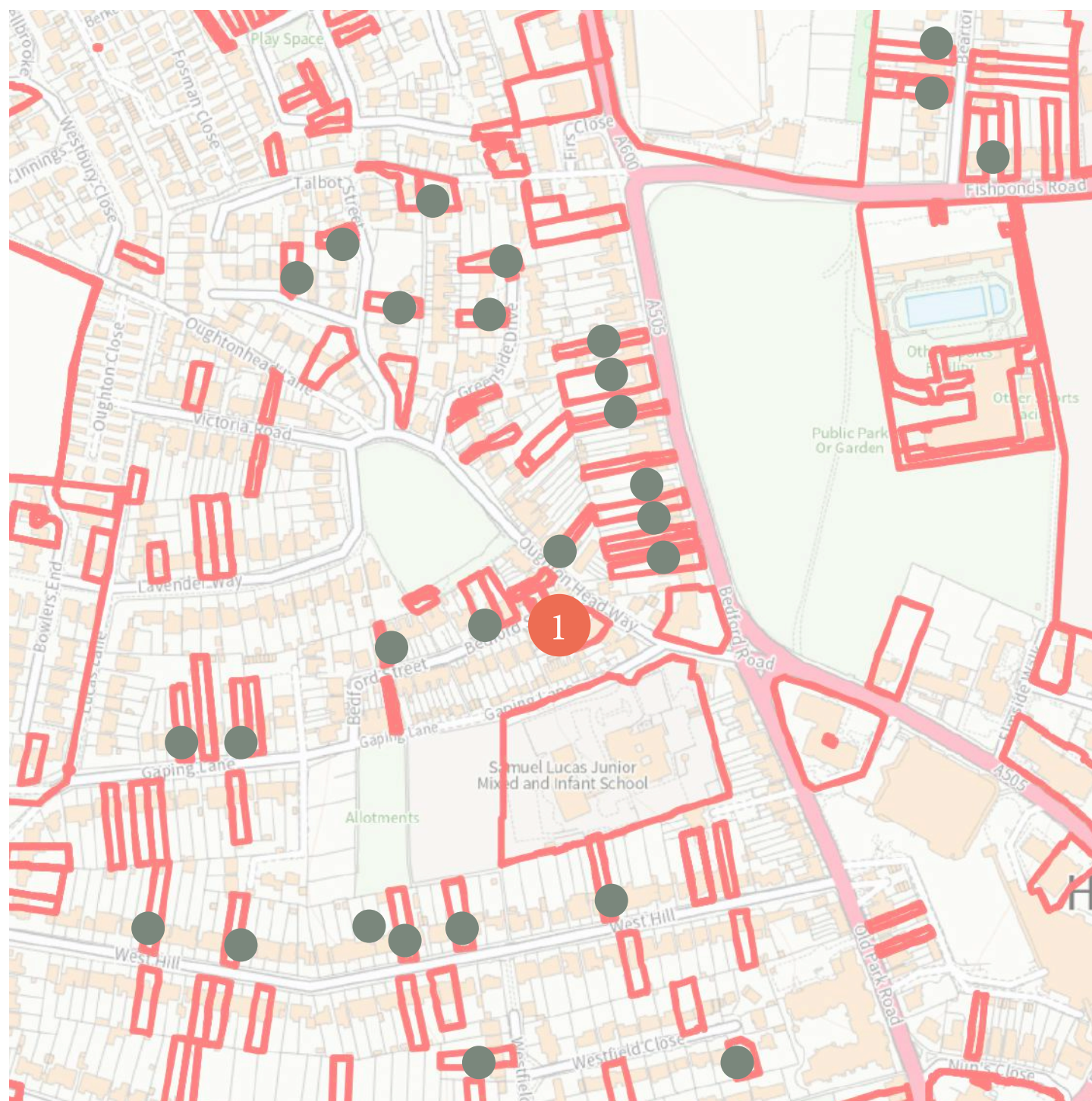


Front North Elevation, Existing
1:50 @ A3



Site Elevation, Existing
1:50 @ A3

3.0 Relevant Matters



1 1 Bedford Street

● Previous built roof/dormer extensions

Illustrative of planning applications of various types over the last 5 years



Example dormer and rear extension above on Oughton Way within Butts Close Conservation Area

3.1 Relevant Planning Policy and History

Policy D1

i. Respond positively to the site's local context;

Policy D2

- i. The extension is sympathetic to the existing house in height, form, proportions, roof type, window details
- ii. extensions do not dominate adjoining properties and:
- iii. It is well related to the floor levels of adjoining properties,
- iv. There is an appropriate distance between the proposed extension and the windows of the adjoining properties
- vi. Spacing between buildings ensures there is no harm to the character and appearance of the streetscene.

Policy HE1

Incorporate a palette of materials that make a positive contribution to local character or distinctiveness, where it is appropriate and justified; and will lead to less than substantial harm to the significance of the designated heritage asset, and this harm is outweighed by the public benefits of the development, including securing the asset's optimum viable use.

3.2 Conservation Response

- The existing property is located at the end of a short terrace of three late 19th century dwellings which sit adjacent to the boundary of the Butts Close Conservation Area. Pitched slate roofs face the street, with prominent chimney stacks across the terrace. The street elevation presents detailed flemish brickwork and timber framed windows which are to be retained and conserved.
- The rear of the house has undergone a number of alterations, including a rendered rear extension with PVC windows, which is not considered to be of historic significance.
- The proposed alterations to 1 Bedford Street form part of a sympathetic strategy of modern intervention, intended to enhance the existing accommodation in an exemplary and well-crafted manner.
- The works aim to upgrade the existing property, improve the thermal performance and energy efficiency of the dwelling and enhance the rear of the property in a manner complementing to the surrounding streetscape.

- The proposals respect the history of craftsmanship associated with the conservation area in a contemporary manner. Materials such as aluminium and brickwork are used with proportions and detailing that reference the surrounding context whilst avoiding pastiche approaches.

3.3 Design Principles:

- The principal heritage significance of the building is its front elevation, roof tiling, chimney stacks, timber windows, and brick detailing visible within the public realm. The rear of the property has undergone previous alteration and is considered to have a lower degree of heritage significance, making it a more appropriate location for carefully considered contemporary intervention.
- The proposed rear extension is stepped and responds to the existing building silhouette, tucked behind the end gable so as to remain clearly subservient and read as part of the existing composition in accordance with Policy D1. The majority of the works are nestled within 1 Bedford Street's existing side

corridor.

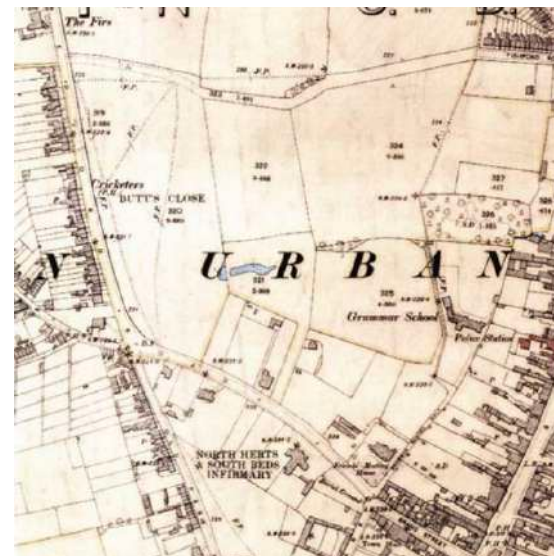
- The majority of the proposal is to the building's rear, facing South and to the end of the conservation area. Minimal works are proposed to the Northern elevation which faces into the conservation area to mitigate impact.
- The alterations enable light to penetrate deep into the property through the introduction of a central spiral staircase, full-height glazing and rooflights. The roof space is utilised to provide an additional bedroom and first floor bathroom. The rear kitchen extension improves the relationship with, and outlook onto, the garden. This contemporary intervention is inline with Butts Close Conservation Area's historic connection between the natural and built environment.
- The form is stepped to reduce its bulk, avoid visibility from the street, and prevent a box-like appearance. These attributes aim to create a positive contemporary addition when viewed from the garden.
- In line with the conservation area appraisal, which identifies a "variety of styles" from the late 19th, early and mid-20th century,

the proposal adopts a mixture of traditional materials used in a contemporary and well-crafted manner. Examples include detailed brickwork at ground floor level and a contemporary slim aluminium parapet detail at the building's rear.

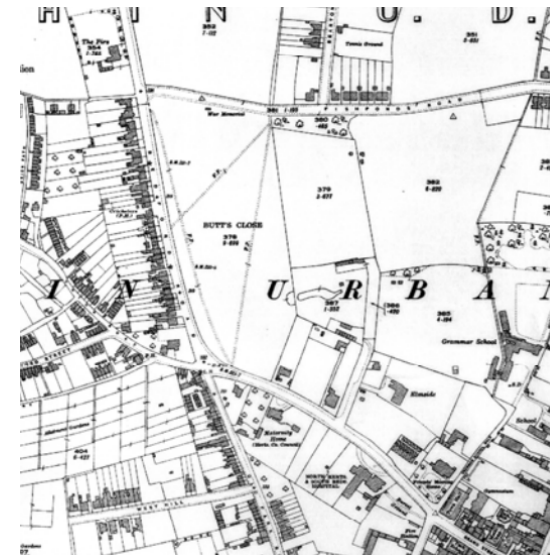
- The appraisal references a mix of elevation forms and window types throughout the conservation area. The existing street-facing bay and sash windows at 1 Bedford Street are considered positive features and are therefore retained.
- At the front elevation, new rooflights are framed and divided to align with the proportions of the Victorian window divisions. Contemporary aluminium windows have been used elsewhere within the conservation area.
- At the rear, full-height glazed aluminium windows open views onto the garden. The green aluminium rainscreen at ground and first floor complements the surrounding brick tones and sits sensitively within the natural landscaped setting central to the character of the Butts Close Conservation Area.



1881



1898

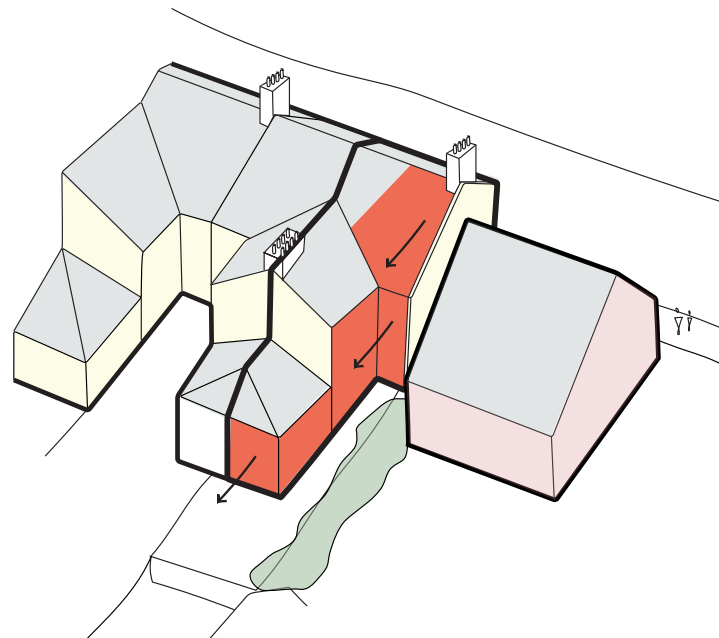


1923

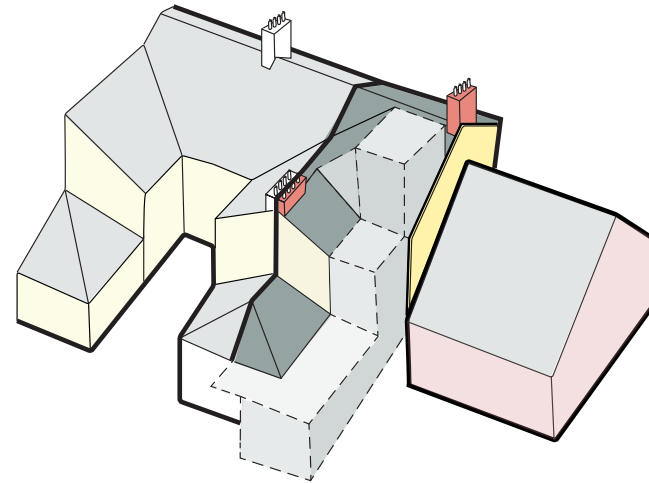


1946

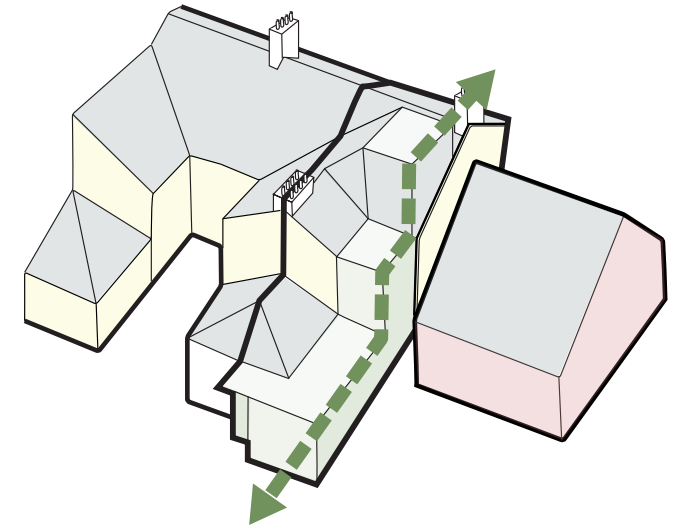
3.4 Illustrative Design Response



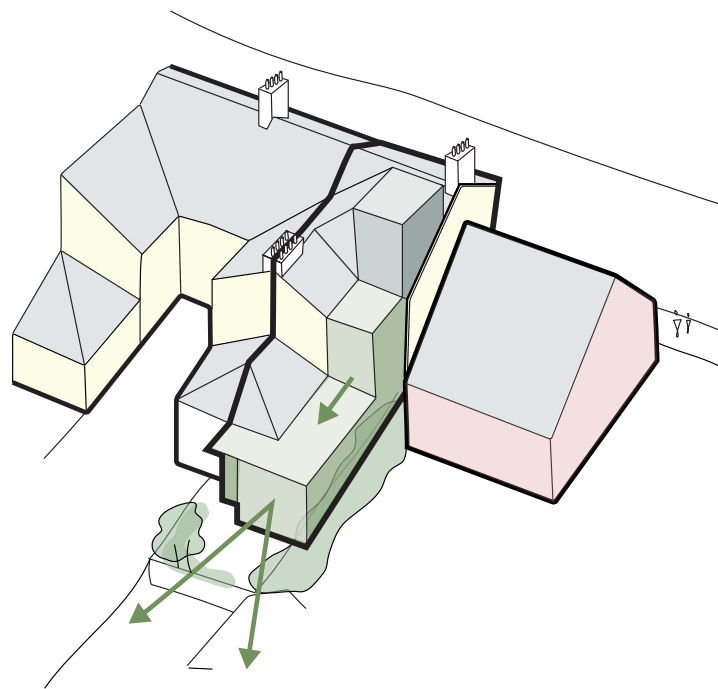
Demolition works restricted to building's rear



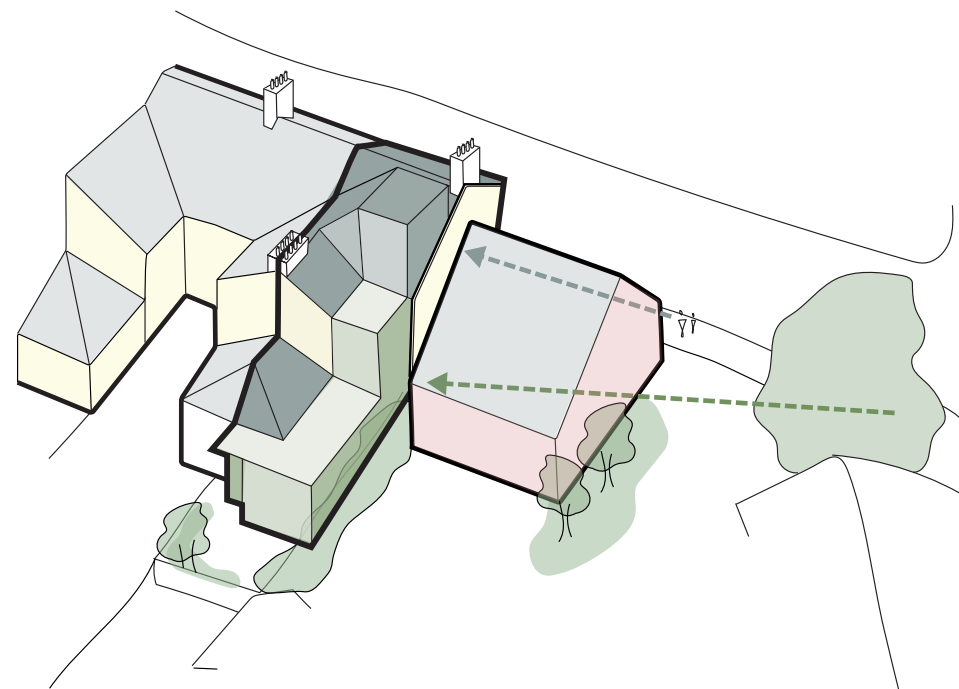
Extension nestled within existing fabric, subservient and read as part of the existing composition



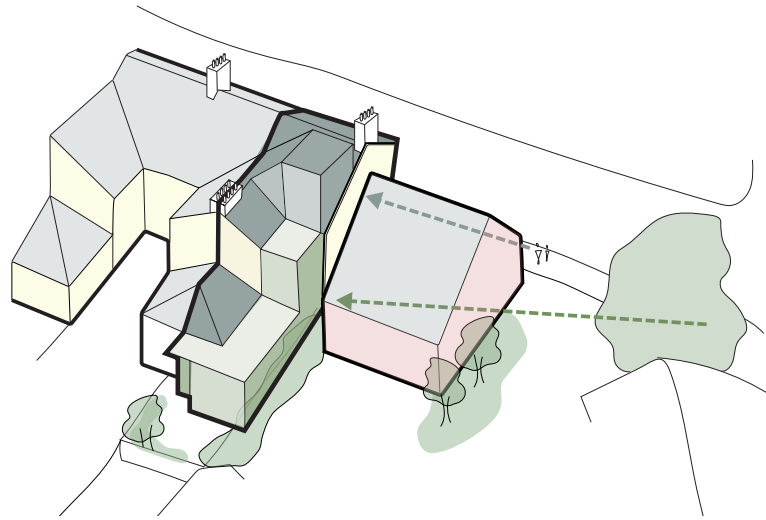
Stepped form responds to existing building silhouette and reduces visibility of extension



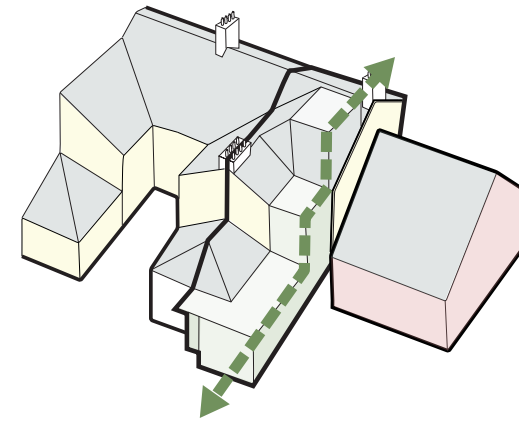
Green at lower levels to blend with flora and fauna, slate grey at roof level to blend with existing roof tiles



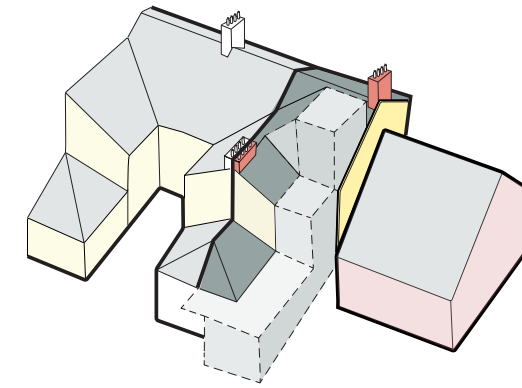
Green at lower levels to blend with flora and fauna, slate grey at roof level to blend with existing roof tiles



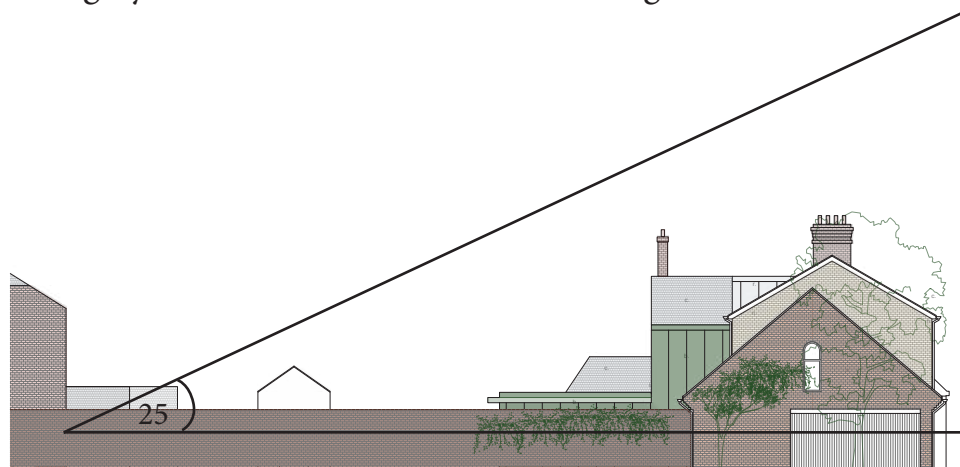
Green at lower levels to blend with flora and fauna, slate grey at roof level to blend with existing roof tiles



Stepped form



Extension nestled within existing fabric



BRE 25 degree test demonstration



Existing north roof lights on neighbouring property

3.5 Impacts on neighbouring properties

Careful consideration has been given to ensure that the proposed extensions would not cause any impact on the living conditions of neighbouring properties in terms of

- a) the scale and location of the additions,
- b) the location and number of any new window openings.

a)
The southern extension has been designed in accordance with the BRE 25 degree test and the extension is stepped to limit impact on the street scape and views from existing neighbours. This proposed stepped form responds to the existing building silhouette.

b)
Two windows facing towards a neighbouring property are removed, whilst new glazing facing towards the applicant's garden is proposed. At first level, full height glazing is positioned at the same distance from the rear neighbours as existing glazing. and at roof level, full height glazing is positioned in the step back at a significant distance from the rear neighbour.

3.6 Impacts on the streetscape

The extension is intentionally limited to the building's rear, with form and design decisions considering views of the proposal from the street.

Two new north roof lights are proposed to the building's street elevation. The neighbouring property pictured features two north rooflights, therefore the proposal seeks to continue this rhythm along the roofscape; although the roof lights on 1 Bedford Street are a story higher and therefore significantly less visible. Heritage roof lights with a glazing bar are proposed in response to the existing window proportions in the area which are considered to have historical significance.

A stepped form and considered colour palette seeks to reduce impact on the streetscape with the slate grey tone at roof level blending with the roof scape, and the more contemporary green tone at lower level blending with the flora and fauna.

3.7 Access

- The proposal retains existing northern side access to the property. There remains no external access to the garden.

3.8 Waste

- The proposal does not alter the overarching current waste storage strategy. Bin storage will remain located at the building’s rear within the garden, residents will continue to transport the bins to the front of the property for bin collection day via existing right of access.

3.9 Environment

- The proposal entails an upgrade of the existing building along with improvements to its thermal performance, specifically through new glazing systems and walls.
- To optimise green and outdoor spaces, the scheme includes two green roof/canopies at the rear of the house, contributing to biodiversity, sustainable drainage, and the overall environmental performance.

3.10 Habitat

- The local authority is to advise if further habitat studies are required as part of the attic/roof extension works (PRA etc)

3.11 Contamination

- The local authority is to advise if further contamination surveys are required based on council land datasets. Historic cartographic analysis does not indicate that the existing land had a former industrial or extraction use, or the storage of fuels.

3.12 Flood Risk

The site is situated within Flood Zone 1 from rivers and other waterways (see adjacent map). The site is not identified as being in close proximity to an area with a high risk of damage to surface flooring. The local authority will provide guidance on the necessity for further flood risk assessments.

Flood risk summary

Your selected location: 1, Bedford Street, Hitchin, SG5 2JG

This information tells you the flood risk of the land around a building, not the building itself.

Surface water [More about your surface water flood risk](#)

Yearly chance of flooding

Very low Low Medium High

Yearly chance of flooding between 2040 and 2060

Very low Low Medium High

Rivers and the sea [More about your rivers and sea flood risk](#)

Yearly chance of flooding

Very low Low Medium High

Yearly chance of flooding between 2036 and 2069

Very low Low Medium High

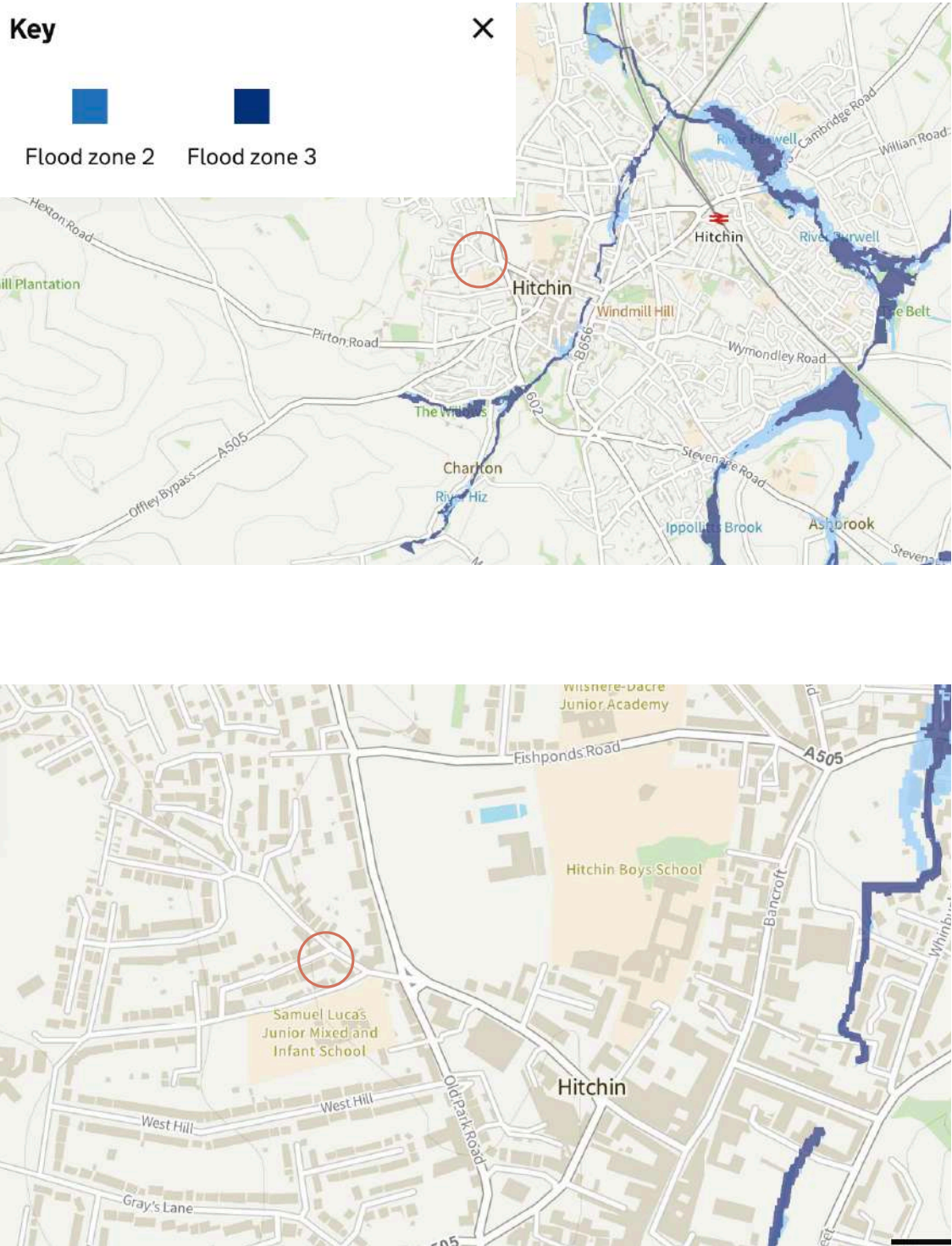
Groundwater [More about your groundwater flood risk](#)

We use groundwater flood alert areas to check the risk of flooding from groundwater.

This location is outside of a groundwater flood alert area.

Reservoirs [More about your reservoir flood risk](#)

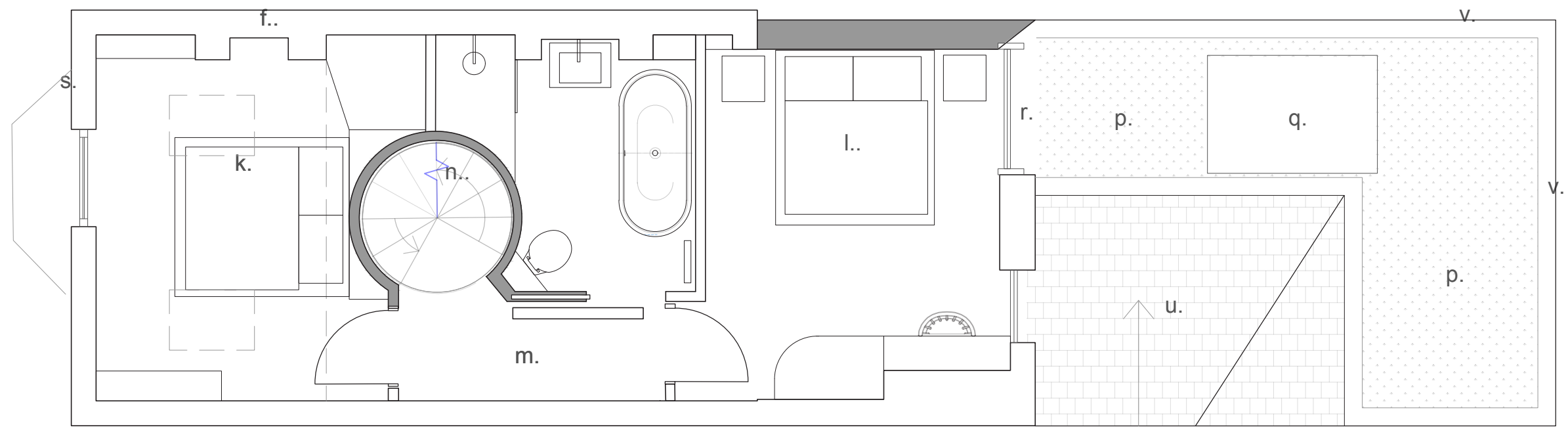
Flooding from reservoirs is unlikely in this area.



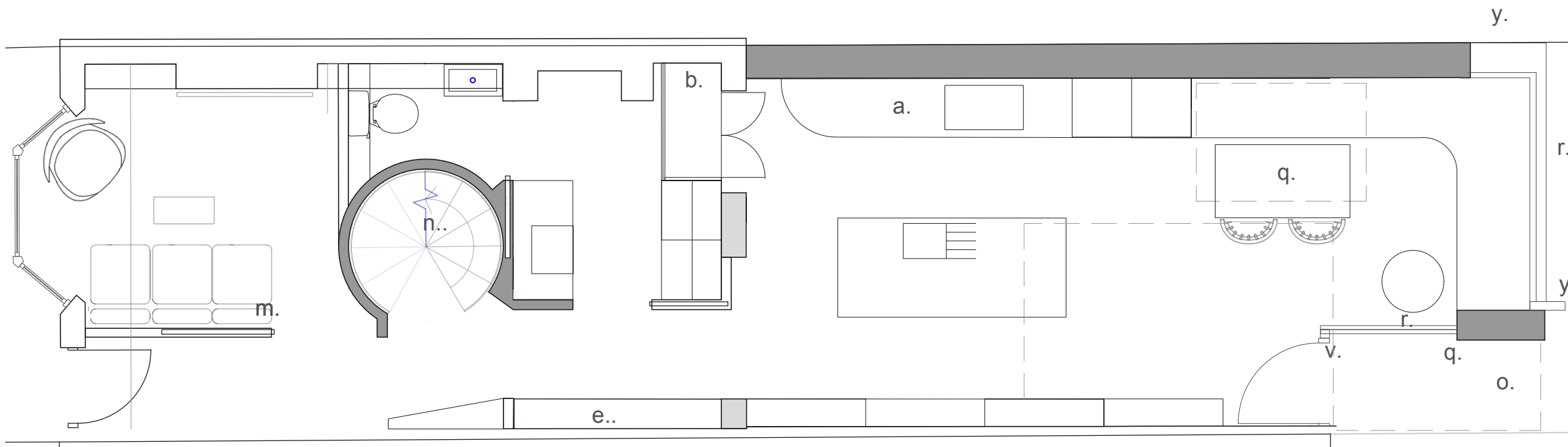
Source: <https://check-long-term-flood-risk.service.gov.uk/risk#>

4.0 Proposed Design

3.4 Proposed Plans

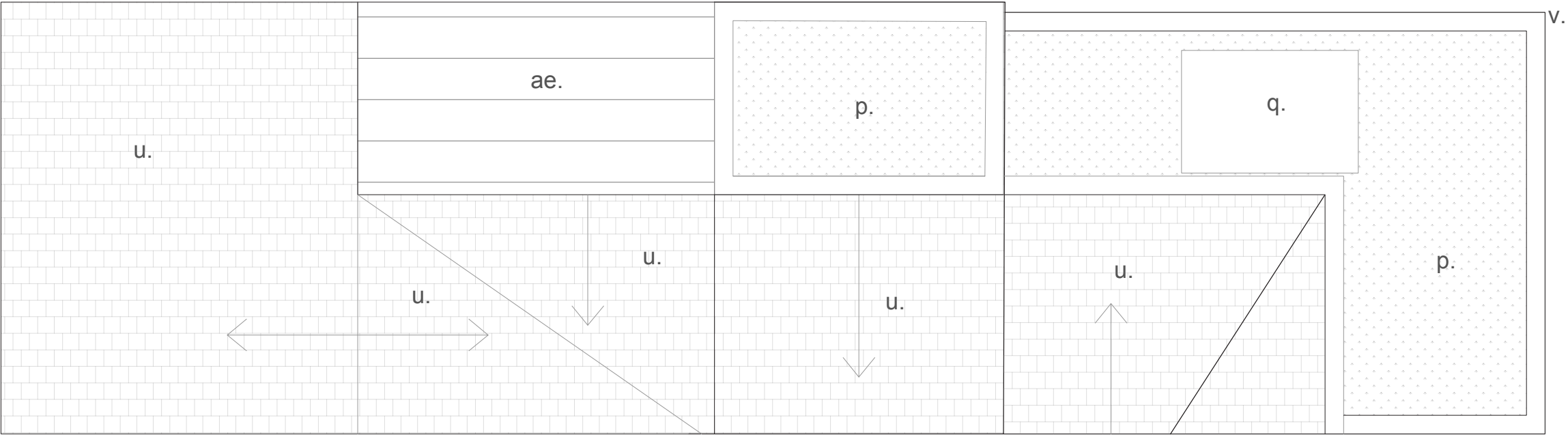


First Floor Plan, Proposed
1:50 @ A3

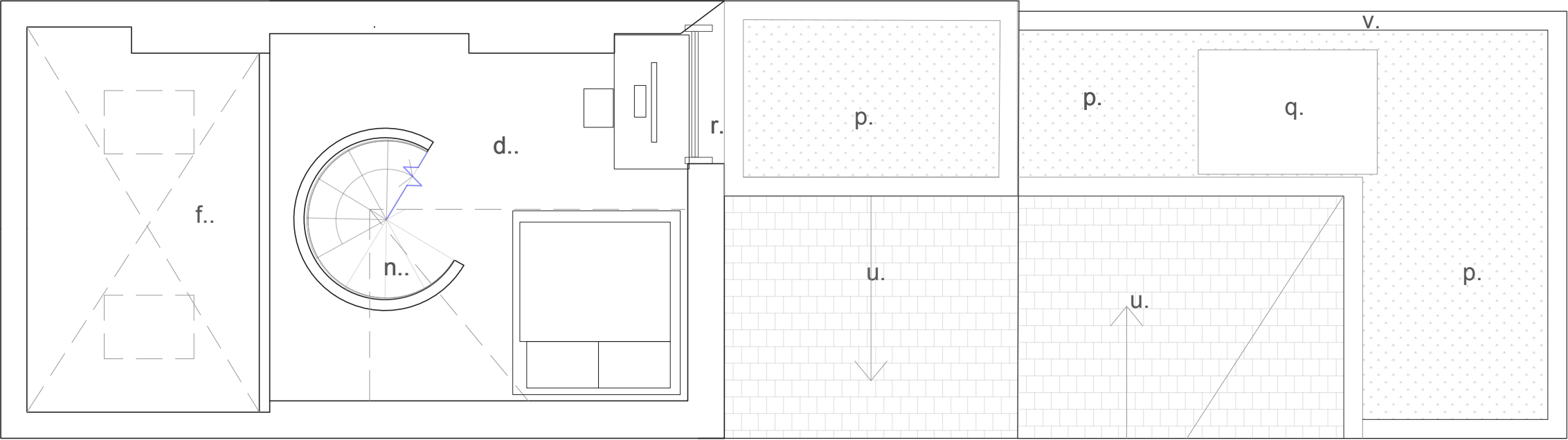


Ground Floor Plan, Proposed
1:50 @ A3

- Notes:
- a. Kitchen
 - b. Pantry- walk in
 - c. Full height oven/fridge
 - d. Study /3rd bed
 - e. Storage
 - f. Void rooflights over
 - g. Utility room
 - h. WC / shower
 - i. Snug
 - j. Living/ding
 - k. Master bedroom
 - l. Double bedroom
 - m. Hallway
 - n. Staircase
 - o. Canopy over
 - p. Green roof over
 - q. Rooflight over
 - r. Aluminium glazing (full height)
 - s. Existing timber windows overhauled and repaired, redecorated
 - t. New standing seam, powder coated, matt aluminium cladding, muted green (RAL TBC)
 - u. Existing slate roof to be retiled
 - v. Aluminium cappings to roof
 - w. Aluminium glazed door double glazed
 - x. Aluminium fixed window double glazed
 - y. decorative brick cladding
 - z. Canopy over
 - aa. Aluminium glazing (full height)
 - ab. New aluminium tilt and turn windows
 - ac. New conservation rooflight
 - ad. Existing buff brickwork
 - ae. New standing seam, powder coated, matt aluminium cladding, slate grey (RAL TBC)



Roof Plan, Proposed
1:50 @ A3



Second Floor Plan, Proposed
1:50 @ A3

- Notes:
- a. Kitchen
 - b. Pantry- walk in
 - c. Full height oven/fridge
 - d. Study /3rd bed
 - e. Storage
 - f. Void rooflights over
 - g. Utility room
 - h. WC / shower
 - i. Snug
 - j. Living/ding
 - k. Master bedroom
 - l. Double bedroom
 - m. Hallway
 - n. Staircase
 - o. Canopy over
 - p. Green roof over
 - q. Rooflight over
 - r. Aluminium glazing (full height)
 - s. Existing timber windows overhauled and repaired, redecorated
 - t. New standing seam, powder coated, matt aluminium cladding, muted green (RAL TBC)
 - u. Existing slate roof to be retiled
 - v. Aluminium cappings to roof
 - w. Aluminium glazed door double glazed
 - x. Aluminium fixed window double glazed
 - y. decorative brick cladding
 - z. Canopy over
 - aa. Aluminium glazing (full height)
 - ab. New aluminium tilt and turn windows
 - ac. New conservation rooflight
 - ad. Existing buff brickwork
 - ae. New standing seam, powder coated, matt aluminium cladding, slate grey (RAL TBC)

3.4 Visualisations



Aerial View, Sketch



Rear View, Render and Collage

3.5 Elevations as proposed

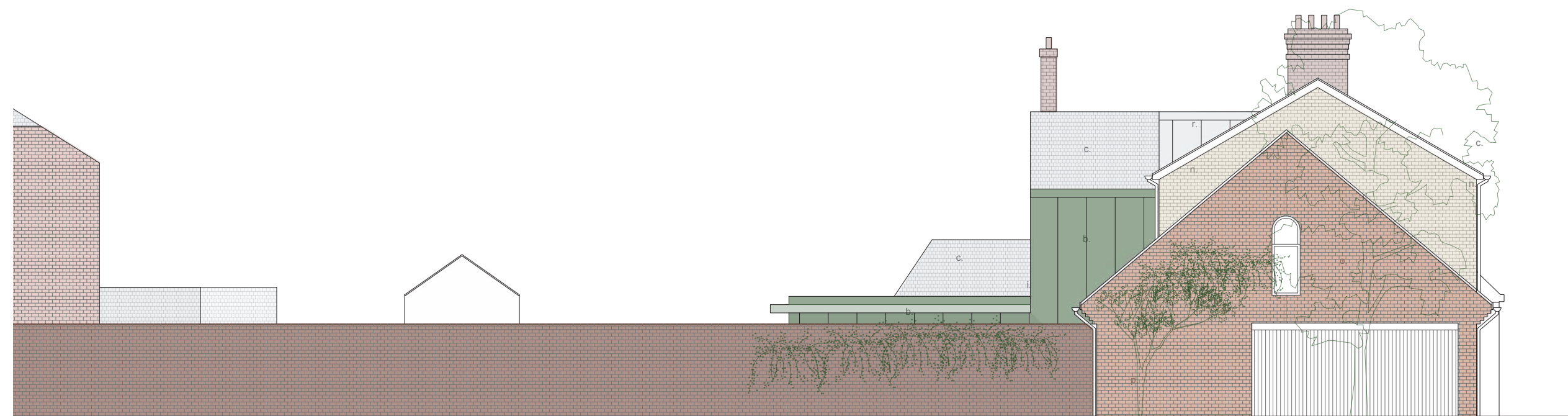


Rear, South Elevation Proposed
1:100 @ A3



Front, North Elevation Proposed
1:100 @ A3

- a. Existing timber windows overhauled and repaired, redecorated
- b. New standing seam aluminium rainscreen, muted green (RAL TBC)
- c. Existing slate roof to be retiled
- d. Aluminium cappings to roof
- e. Aluminium glazed door double glazed
- f. Aluminium fixed window double glazed
- g. decorative brick cladding
- h. Canopy over
- i. Aluminium glazing (full height)
- j. New aluminium tilt and turn windows
- k. New rooflight in sedum roof
- l. Existing buff brickwork
- m. New conservation roof light
- n. Existing buff brickwork
- o. Neighbouring property
- p. Existing neighbouring fencing
- q. 1 Bedford Street property boundary
- r. New standing seam aluminium rainscreen, slate grey to match existing slate grey roof tiles (RAL TBC)



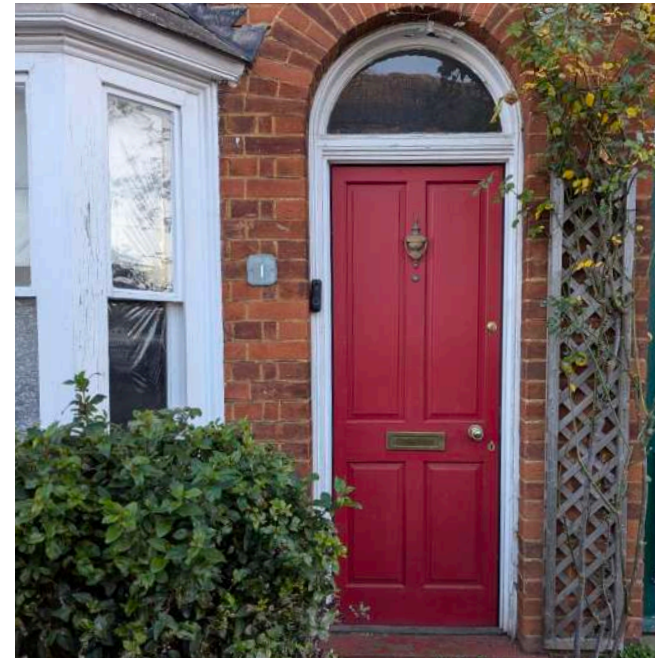
North East Facing, Site Elevation Proposed
1:100 @ A3



b.



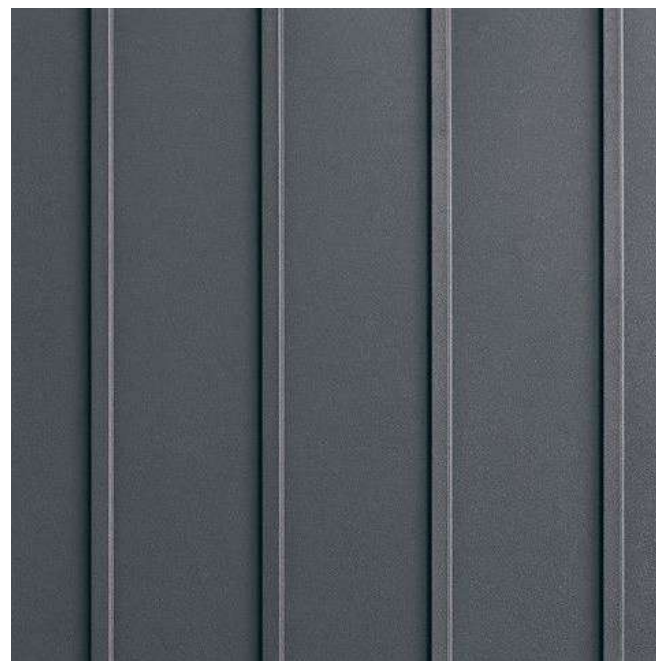
k.



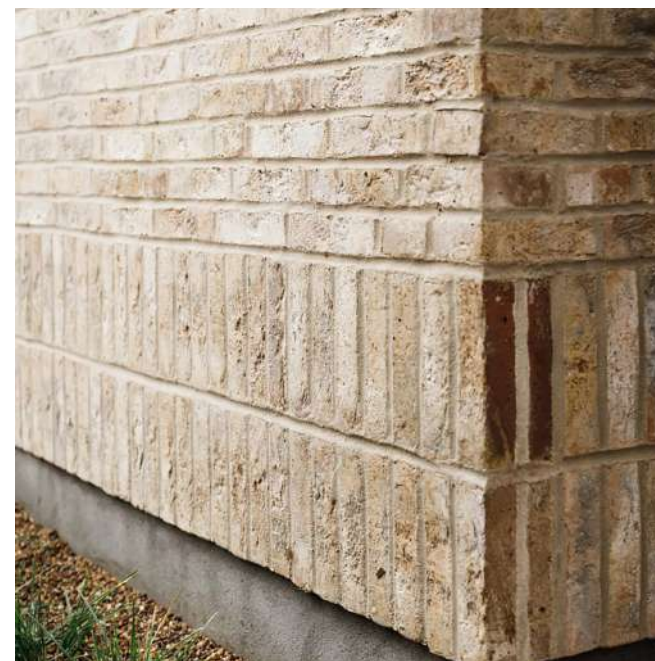
a.



b.



r.



g.

3.5 Proposed Materials:

Front elevation

a. Timber frames retained and repaired

Rear elevation

b. New muted green aluminium or zinc standing seam rainscreen cladding, tone to compliment and connect existing buff and orange brick.

i. Slimline anodised aluminium glazing systems.

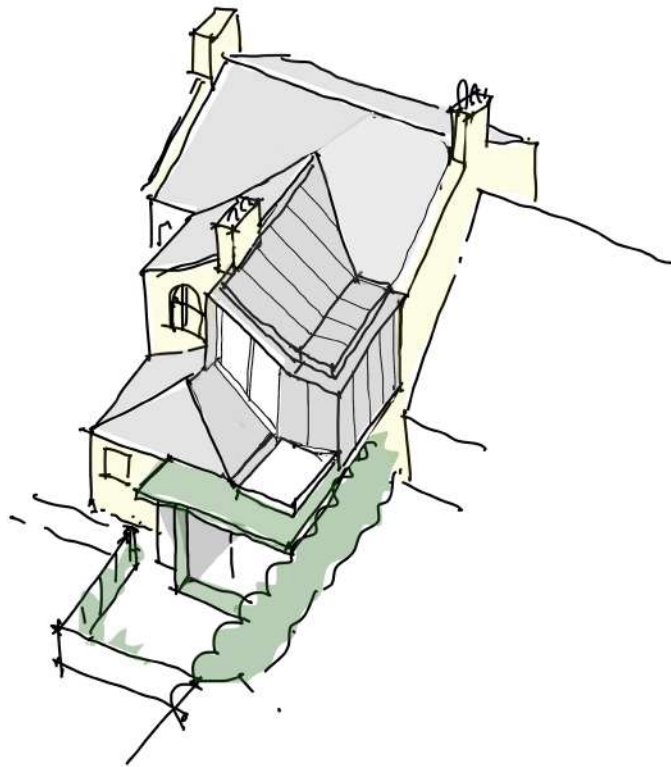
g. Brick rainscreen detail to lower extension.

k. Biodiverse sedum roof to the top of ground and first floor extensions.

r. New standing seam aluminium rainscreen, slate grey to match existing slate grey roof tiles

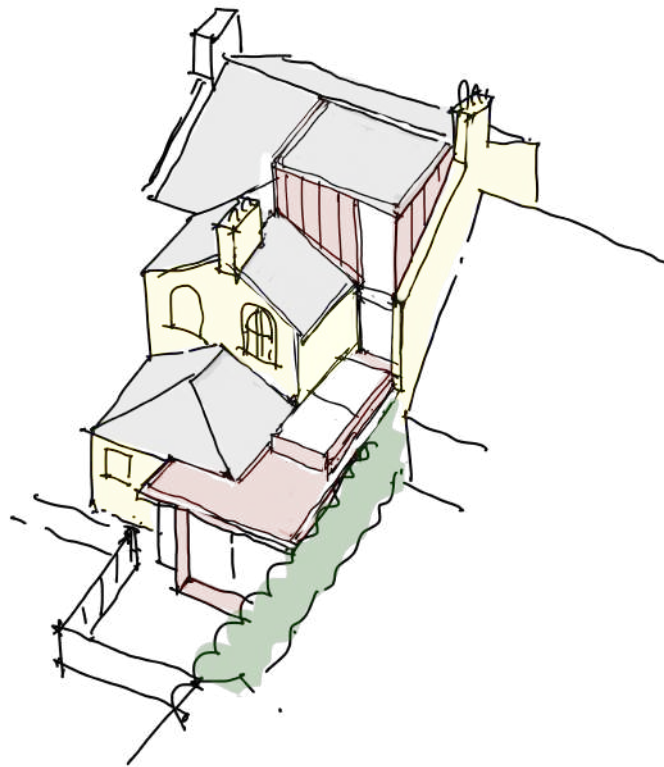
Design Development

Design iterations assessing stepped forms and colour palettes that visually compliment the rear elevation, but also reduce the perceived weight and create a positive formal contribution to the roofscape along Bedford Street.



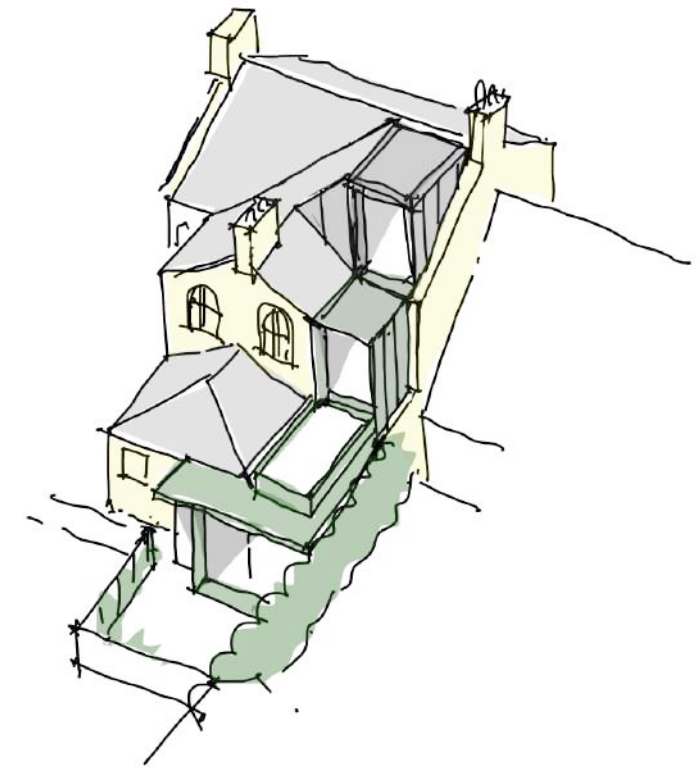
Iteration 1

Dark grey zinc palette to match the slate roof, green at ground floor only.



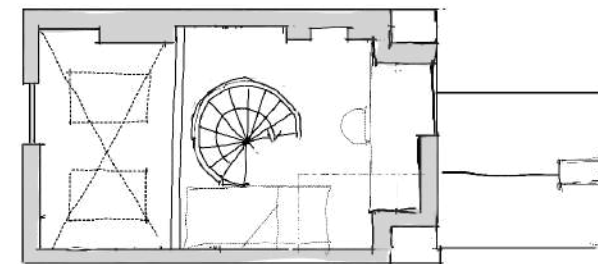
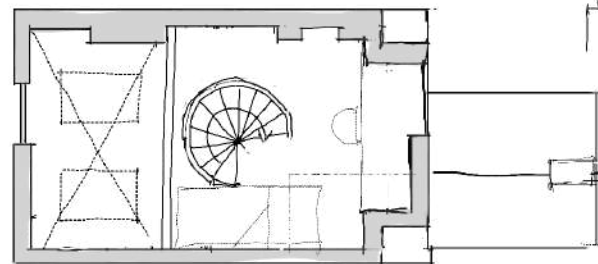
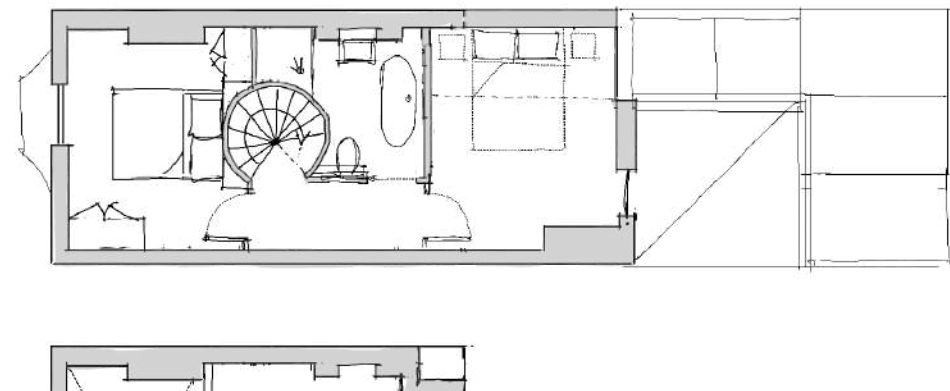
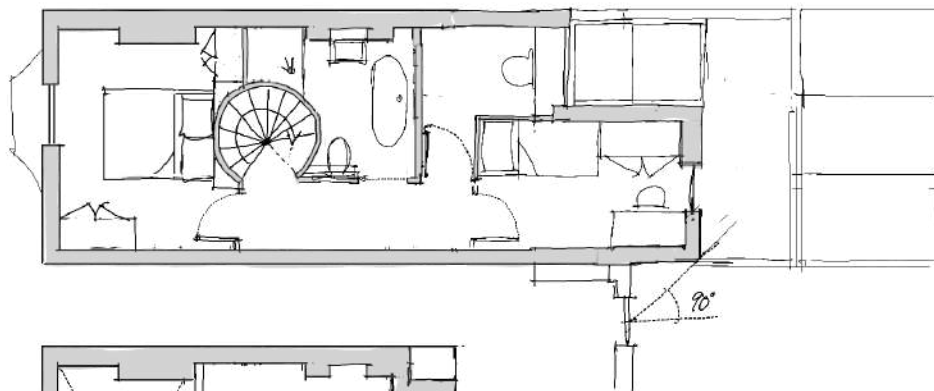
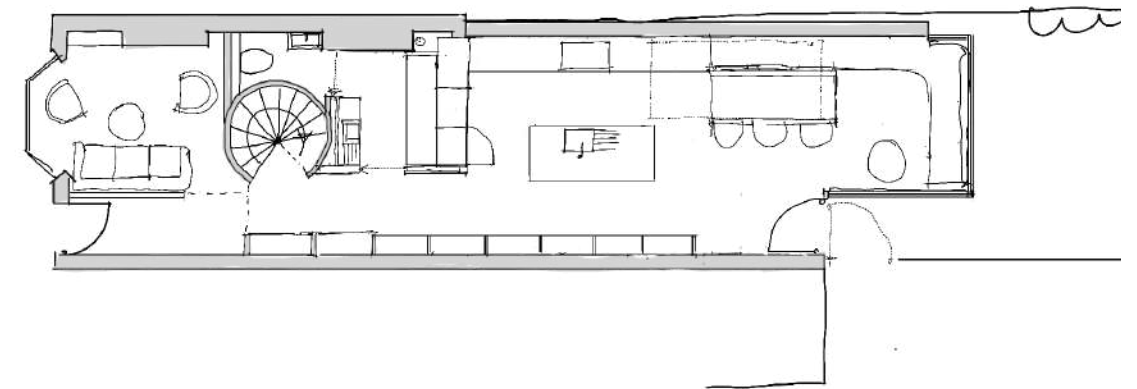
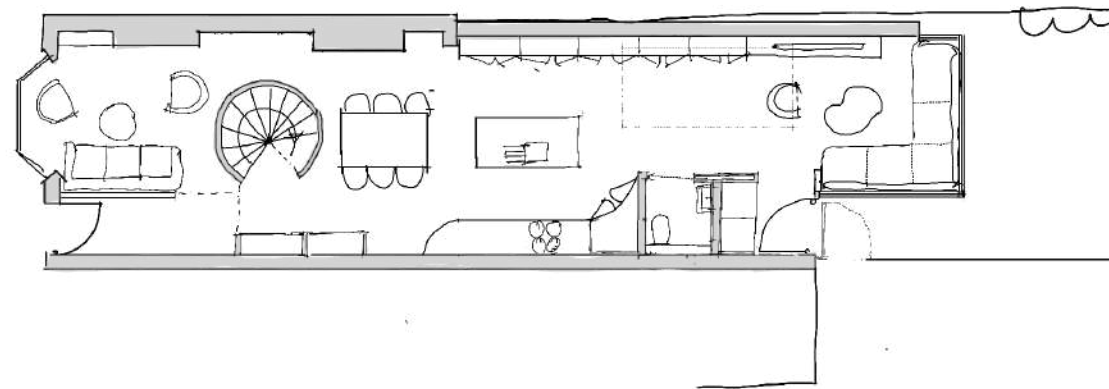
Iteration 2

Terracotta aluminium, full roof extension, smaller first floor extension



Iteration 3

Chosen iteration. Dark green zinc or aluminium standing seam, evenly stepped down extension corridor



Plan and arrangement development



Earlier Iteration
Combination of terracotta aluminium and timber
rainscreen to window surrounds



Chosen Iteration
Combination of green tone aluminium cladding and
decorative rainscreen buff brick cladding to match
existing buff facing brick.



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