



PicklePlanning

Design Access Statement



23a Hitchin Street,
Baldock, SG7 6AQ

Revision A – 26.08.2025

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1.0 Introduction

The design & access statement has been prepared in support of full planning application for the following:

Demolition of existing car port roof structures, Change of use from a Funeral Parlour - E(c)(ii), to 4 number Dwellinghouses - C3(a) and associated single storey extensions. Removal of existing entrance portal and installation of new privacy gates.

Key proposal points:

- Retention of all existing buildings.
- Conversion of existing buildings to residential dwellings and extensions to improve living space potential.
- Removal of existing lightweight roof construction to car port areas.
- New refuse and cycle storage areas to reconfigured ancillary areas.
- Replacement of existing entrance portal and security shutter and installation of new iron gates and personnel gate.

The submitted application proposals have been considered alongside the National Planning Policy Framework, North Hertfordshire Local Plan 2011-2031 Residential guidelines - standards and all relevant Supplementary Planning Guidance, Supplementary Planning documents and material considerations, including the Baldock Conservation Area Character Statement and Baldock, Bygrave and Clothall Neighbourhood Plan - Referendum Version - February 2021.

The building is situated within the Baldock Conservation area.

2.0 Site

Baldock is situated on the A1 (and Historical A1 – Great North Road) approximately 5 miles north of Stevenage, directly adjacent to the larger Letchworth Garden City and approximately 5 miles east of Hitchin.

The application site lies within the south western arm of the Baldock Conservation area, mid way along Hitchin Street, and is located on the northern roadside. The site orientated in a north west to south east direction.

The site is approximately 286m², with the existing two storey buildings occupying 181m² across all levels.

The site comprises 3 buildings and a concreted surface.

The existing buildings are arranged over 1 & 2 storeys, 2 storey to the flank walls and single storey to the inner buildings.

The site is laid to an L-shape with buildings to the South west and North East flanks, these being 2 storey in height with the single storey elements within the L. The north east building is built within the perimeter walls at ground floor, with black timber cladding to the first floor. The south west building is of rendered finish facing into the site, again perimeter walled at ground floor, with black timber cladding above at first floor level facing out of the site. The internal buildings are finished in white textured render.

While the existing use class for the site is of Professional services - E(c)(ii), the site is surrounded on all but the northern edge by residential properties, including Saddlers close, The Old Forge and Lyme Cottage.

3.0 Application History

No application history can be found for this site on the NHDC Planning website, however *Previous and recent applications should be noted as approved within the local vicinity, that are similar in either occupancy and off-street layout, all are within the Conservation are).*

File Ref: 18/00524/FP

Date: 22/02/2018

Address: 8 Whitehorse Street, Baldock, Hertfordshire, SG7 6QN

Subject: Alterations and Conversion of Grade II listed Hotel and Public

House to form 5 residential units, resizing of existing commercial space and construction of associated cycle and refuse storage within car park. Demolition of existing steel stair/gantry and single storey side extension. (Amended plans received 30/04/18, 30/05/18 and 10/09/18).

File Ref: 18/00525/LBC

Date: 22/02/2018

Address: 8 Whitehorse Street, Baldock, Hertfordshire, SG7 6QN,

Subject: Internal and external alterations including the demolition of existing steel stair/gantry and single storey side extension, to facilitate resizing of existing commercial space and part conversion of Hotel/Public House to 5no. residential units. (Amended plans received 30/05/18 and 10/09/18).

File Ref: 22/02180/FP

Date: 24/08/2022

Address: 9 - 15 Hitchin Street, Baldock, Hertfordshire, SG7 6AL,

Subject: Change of use of existing office building into seven 1-bed and one 2-bed flats comprising a first floor rear extension, insertion of rooflights to existing front and dormer to existing rear roofslopes to facilitate conversion of loftspace into habitable accommodation, insertion of a rear external staircase and amendments to existing doors and windows.

File Ref: 23/00389/FP & 23/00461/LBC

Date: 18/05/2023

Address: Monitor House, 6A Hitchin Street, Baldock, Hertfordshire SG7 6AE

Subject: Conversion of existing gallery into two 2 bed dwellings together with external alterations (FP) External and internal alterations to facilitate conversion into two 2 bed dwellings (LBC)

File Ref: 24/00537/FP

Date: 20/03/2024

Address: 31 Hitchin Street Baldock Hertfordshire SG7 6AQ

Subject: Change of Use from restaurant (Class E from the 1/09/2020) to C3 (residential) to create two x 1-bed flats. External window alterations to rear elevations.

File Ref: 24/00756/FP

Date: 11/04/2024

Address: Coach House Cloisters Hitchin Street Baldock Hertfordshire SG7 6AE

Subject: Change of use of rearward buildings from offices to five 2-bed dwellings, retention of office use class to main front building, provision of 9 parking spaces and bin storage. Removal of existing archway gates and installation of new sliding gates.

4.0 Planning Policy

The application has been designed in accordance with the following policies from the North Hertfordshire District Local Plan no.2 with Alterations 1996:

- 26 – Housing proposals;
- 55 – Car parking standards;
- 57 – Residential guidelines and standards.

In addition, consideration will be given to the National Planning Policy Framework:

- 7 - Requiring good design;
- 12 – Conserving and enhancing the historic environment

North Hertfordshire Local Plan 2011-2031

Residential guidelines and standards and all relevant Supplementary Planning Guidance, Supplementary Planning documents and material considerations. This includes the Baldock Conservation Area Character Statement. (June 2003)

Section 2: Strategic Policies-

- SP1: Sustainable Development in North Hertfordshire
- SP2: Settlement Hierarchy
- SP8: Housing
- SP9: Design and Sustainability
- SP13: Historic Environment

Section 3 – Development Management Policies –

- T2: Parking
- ETC5: Secondary shopping frontages
- HS3: Housing Mix
- D1 - Sustainable Design
- D3: Protecting living conditions
- D4: Air quality
- NE11: Contaminated Land
- HE1: Designated Heritage Assets

5.0 Use & Scale

The application proposes the conversion of existing unused buildings, to 4 new residential units (C3) with bin storage and cycle parking facilities.

A new set of entrance gates and fencing are proposed to the entrance to the units, this is set approx. 20m from the carriageway via the shared access driveway and fully within the applicants area of ownership.

The location of the new gates and fencing will not alter the existing access arrangements for Lyme cottage, its garage and garden and the required access to the White Hart Public house.

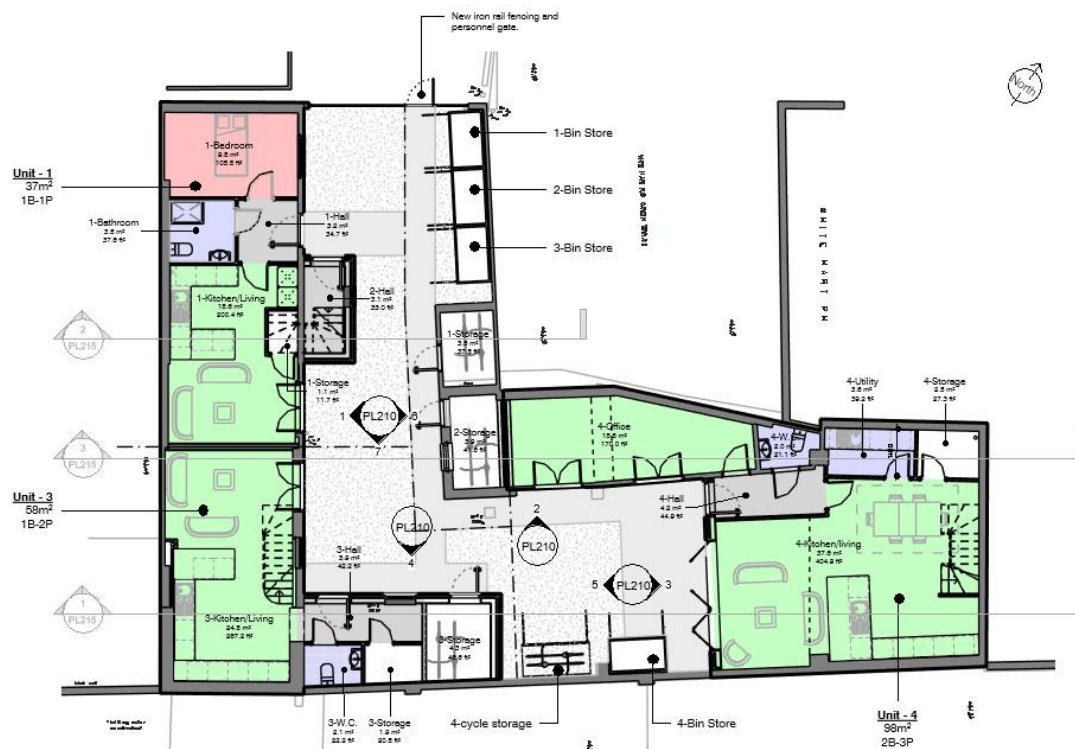
Alterations to the rear building facades will allow for new internal layouts, with simple extensions provided to improve the proposed living standards.

The existing car port lightweight roof structures are to be removed, the 3 main buildings retained, the removal of the roof elements will give greater natural light to the dwellings at ground floor and provide open private amenity spaces.

Car parking has not been allowed for as vehicles would not be able to enter and exit the site in a forward gear.

The 4 new residential units will comprise the following:

- Unit 1 – 37m² – 1b 1p
- Unit 2 – 39m² – 1b 1p
- Unit 3 – 65m² – 1b 2p
- Unit 4 – 100m² – 2b 3p





6.0 Design

The application proposes the conversion of existing unused buildings, to 4 new residential units (C3) with bin storage and cycle parking facilities.

Buildings

The existing buildings are to be retained, only the car port roof structures and entrance portal are to be demolished.

Unit 1 is situated within the south west flank building, and is single storey (ground floor) containing a bedroom, bathroom entrance hall and living space.

Unit 1 – 37m² – 1b 1p

Unit 2 is situated within the south west flank building, and is single storey (first floor) containing a bedroom, bathroom and living space, the entrance hall on the ground floor.

Unit 2 – 39m² – 1b 1p

Units 3 is situated within the south west flank building (to the rear) and is of double storey layout, the ground floor comprising an entrance hall, storage and living spaces, the first floor housing the bedroom and bathroom.

Unit 3 – 65m² – 1b 2p

Units 1-3 will retain their rendered frontage at ground floor, with the first floor to be clad in black timber cladding. The single storey additions will feature brickwork plinth walls, timber cladding to main walls and reconstituted slate to the roof pitches.

New window and door locations will be cut into the existing structures, new and old

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buildings will host new Heritage grade UPVC windows and timber panelled front entrance doors with glazing. The ground floor units also having aluminium dark grey/black double door units onto their amenity spaces.

Units 4 is located within the north east flank building and inner single storey structures, comprising extensive living space to the ground floor, with a single and double bedroom with bathroom to the first floor.

Unit 4 – 100m² – 2b 3p

Unit 4 will host a new ground floor extension, to link in the first floor section to the ground floor inner buildings, this will be constructed in timber cladding to match the existing first floor.

A new reconstituted slate roof will cover this new extension, and will link into a new twin pitched roof to replace the existing flat roof of the rearward inner buildings.

New aluminium double and 4 pane doors will be installed to the ground floor, with new heritage grape upvc windows to the first floor existing locations.

Living Conditions

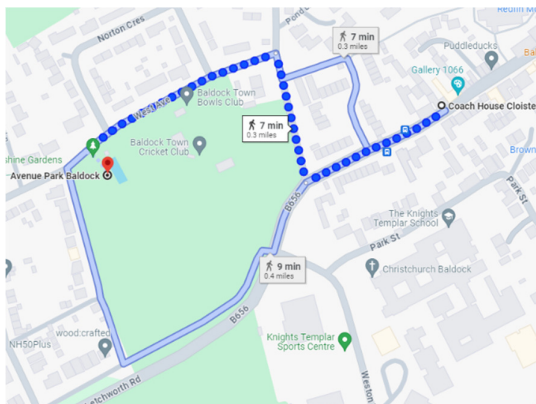
All residential units will feature good levels of natural light, with upgraded thermal and acoustic elements incorporated to comply with the relevant Building Regulations.

All dwellings comply or exceed the requirements as set out in the 'Technical Housing Standards – nationally described space standards'

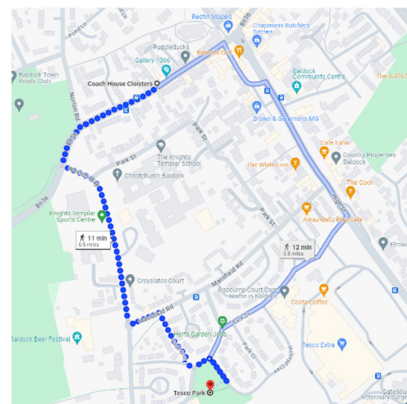
The proposal has included small private amenity spaces for the dwellings, this should be more than adequate to host garden tables and chairs, and/or external seating and planting.

Baldock also has a wealth of public amenity space and parks:

- Avenue Park – 0.3 miles
- Park Drive – 0.5 miles
- The Buffs – 0.7 miles
- Ivel Springs Nature Area – 0.5 miles

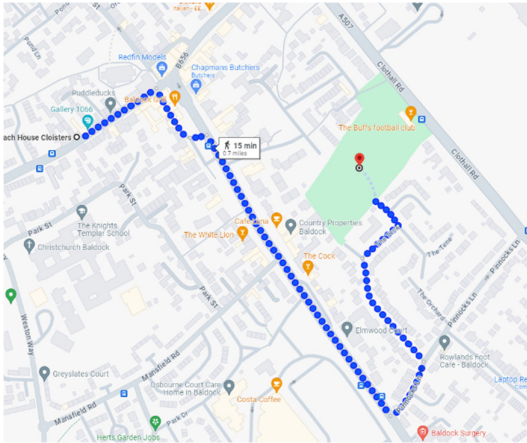


Avenue Park

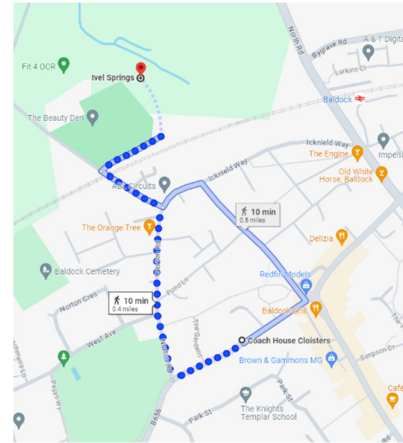


Park Drive

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The Buffs



Ivel Springs

7.0 Transport & Refuse

The existing car access will not be maintained, as vehicles can not enter and exit the site in a forward gear (no turning space is available) it is deemed more appropriate for the site to give private amenity space over vehicle parking. This is further helped by the useful public transport services available in Baldock.

New secure cycle storage facilities will be located within the residents yard, via individual storage units, capable of taking 3 cycles per unit. Each residential unit will be allocated their own unit.

Cycles and pedestrians will enter and exit the site via the existing entrance which is shared with Lyme Cottage, Hart Cottage and the White Hart PH (not public), however a new set of pedestrian security gates are proposed to the entrance of the site to maintain privacy.

The application property is located within the town centre in a highly sustainable and accessible location, with access to multiple bus routes and a short walk of less than ½ a mile to the railway station.

Local Authority refuse collection for the residential units will take place on the main road Frontage, residential unit owners will be responsible for ensuring that the correct refuse bins are placed on the roadside of Hitchin street from their own private bin stores.

See proposed site plan.

8.0 Summary & Conclusion

The 23a Hitchin street development seeks permission to convert the existing buildings to form 4 residential units, with a suggested occupancy of 7 persons over 2 x 1 bed flats, 1 single bed house and a 2 bed house. New timber cladding to upper floors and extensions and new iron fencing and personnel gate to the site entrance.

The site has been out of use for multiple years, and due to its restrictive access and lack of high street frontage, it is unlikely that this site would be suitable for business use classes. Conversion to residential dwellings seems to be the most suitable future use, the site being surrounded by dwellings to all but its northern edge.

The existing buildings are severely dilapidated and though in the Baldock Conservation Area, do not seem to be of any architectural significance or plan form of historic interest.

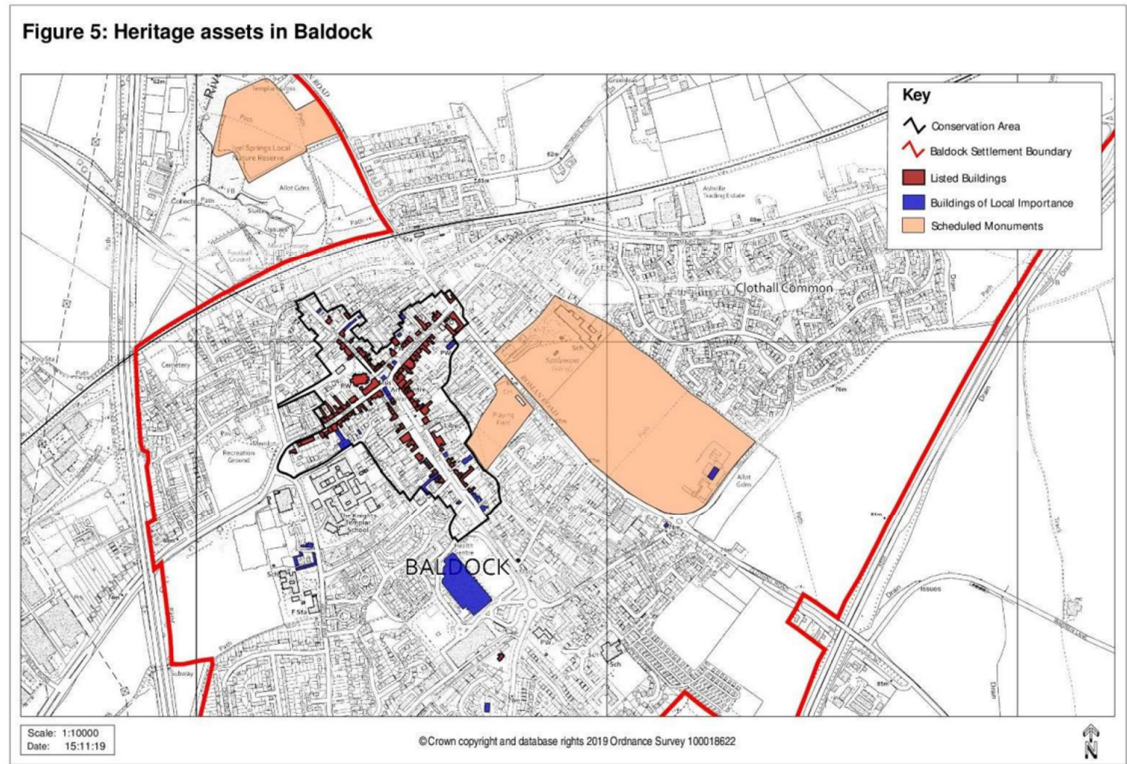
They provide an opportunity to bring the building up to modern day standards and remove the poorly insulated, ventilated, and Fire protected spaces within the rearward buildings. This would only increase the useful life of the buildings and general site that would continue to lay redundant if left untended.

As such the proposal is considered to be a viable and effective use of the site, the materials and updated design to be suitable for the Conservation area that it lies within, brings the use class to meet those surrounding the site and meets with the general theme for these small infill sites close to the town centre.

The proposals are therefore considered to be compliant with the National Planning Policy Framework, the council's emerging Local Plan and the Planning (Listed buildings and Conservation Areas Act) 1990.

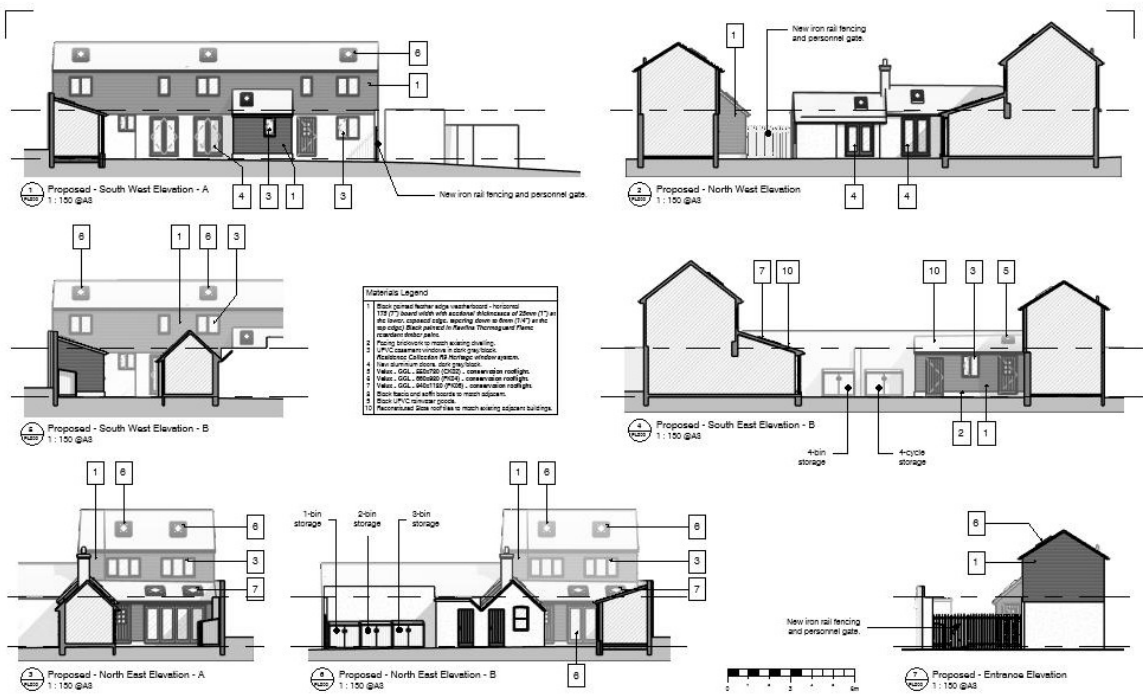
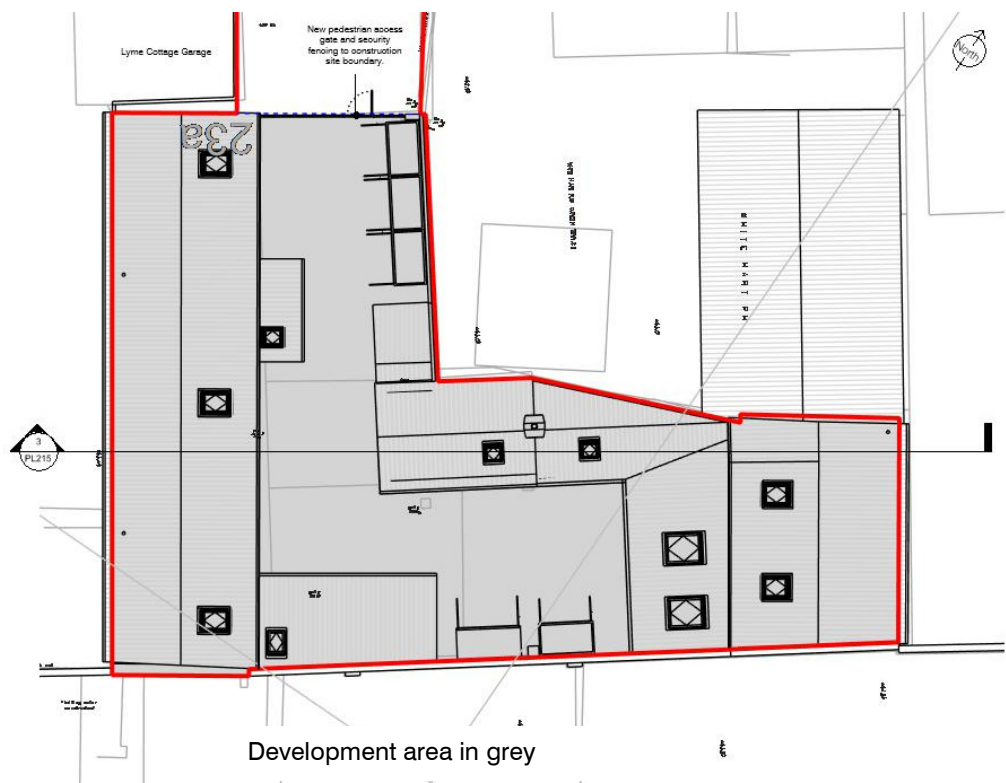
In regard to local policy considerations, the proposals:

- Are well designed, sustainable and detailed in relation to the adjoining Properties, original plan form and surrounding Conservation Area;
- Would not result in significant noise disturbance or loss of privacy, outlook, daylight/sunlight or amenity to neighbouring properties;
- Take account of the existing space around buildings and the character of the area and.
- Use materials and detailing sympathetic to the locality.



Baldock Conservation areas and Listed buildings

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Client	Hunt and Harde Investments Ltd	Proposed Elevations	CH-2418	PL210	-
Address	23a Hitchin Street Baldock	Scale	1:150 @A3	Date	08/24/24
Sheet Size	A3	Project	PLANNING	Drawn	

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