Planning, Design and Access Statement

Version 1.0 - 16 November 2026

To be read in conjunction with the planning application drawings and documentation submitted

Demolition of existing garage, erection of ground-floor side and rear extension and first- floor rear extension, enlargement and alteration of the roof to provide second-floor accommodation, replacement front entrance canopy, and associated external alterations.

Willow Cottage, 25 Station Road, Portchester, Hampshire. PO16 8BQ.



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TSBP Architecture is the trading name of The Steven Barlow Partnership,
a UK-Chartered CIAT registered architectural design practice.

Founded (2004) and led by Steven Barlow FCIAT, a Chartered Architectural Technologist and Fellow of the Chartered Institute of Architectural Technologists (FCIAT).

Specialising in bespoke residential architecture, luxury homes, heritage properties, and sustainable design across Hampshire, Surrey, London, the wider UK and overseas.

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Document issue record

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v1.0	16 November 2026	Planning application	The Steven Barlow Partnership (TSBP Architecture) Steven Barlow FCIAT – Principal

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Supporting Information

This Planning, Design and Access Statement has been prepared with reference to the following documents supplied with the planning application pack:

Drawing references:

0904-01.000	Title Page
0904-01.000.DIR-1	Drawing Issue Register
0904-01.001	Location Plan & Block Plan
0904-01.002	Existing Site Plan
0904-01.003	Existing Ground Floor Plan
0904-01.004	Existing First Floor Plan
0904-01.005	Existing Roof Plan
0904-01.006	Existing Elevations
0904-01.007	Proposed Site Plan
0904-01.008	Proposed Ground Floor Plan
0904-01.009	Proposed First Floor Plan
0904-01.010	Proposed Second (loft) Floor Plan
0904-01.011	Proposed Roof Plan
0904-01.012	Proposed Elevations
0904-01.013	Existing and Proposed Street Scene Elevation
0904-01.014	Existing Building Sections S-01 & S-02
0904-01.015	Proposed Building Sections S-01 & S-02

The submitted drawings illustrate the site location, existing building form and proposed extensions and roof alterations.

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1. Introduction

1.1 This Planning, Design and Access Statement accompanies a householder planning application for the extension and remodelling of Willow Cottage, 25 Station Road, Portchester.

1.2 The proposals would improve and enlarge the existing three-bedroom dwelling to provide a four-bedroom family home. The development includes ground-floor extensions, enlargement of the first floor, reconstruction and enlargement of the roof to provide second-floor accommodation, a replacement entrance canopy and alterations to external materials, windows and doors. The existing garage would be demolished.

1.3 The property would remain a single dwelling within its existing residential plot. No subdivision, separate dwelling or independently occupied annex is proposed.

1.4 This statement describes the site and its surroundings, explains the amount, layout, scale, appearance and access arrangements, and identifies the planning considerations relevant to the proposal.

1.5 The supporting drawing set comprises the title sheet and drawing register, location and block plans, existing and proposed site plans, floor and roof plans, elevations, street-scene comparison and building sections under project reference 0904-01.

2. Site and Surroundings

2.1 Willow Cottage is situated on the eastern side of Station Road, north of its junction with West Street and East Street. The site forms part of an established residential frontage within Portchester.

2.2 The dwelling stands between No. 27 to the north and No. 23 to the south. It is set back from the road behind a front garden and driveway, with a private garden extending to the rear. The application drawing schedule records a site area of approximately 688.92 square metres.

2.3 The existing building comprises two principal accommodation levels beneath a hipped tiled roof, together with a lower rear addition and a small projecting entrance porch. The elevations combine a light-coloured

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ground-floor treatment with darker tile hanging at first-floor level. A garage occupies the southern side of the house.

2.4 The existing accommodation includes a lounge, kitchen/breakfast room, dining room and WC at ground-floor level, with three bedrooms and a bathroom above.

2.5 The surrounding frontage has a varied architectural character. The site photographs and street-scene drawing illustrate differences in ridge height, roof orientation, gables, projecting bays, porches and external materials. Brickwork, render, tile hanging and pitched tiled roofs are established components of the local streetscape.

2.6 The existing house is comparatively low within this group. Its detached arrangement, frontage setback and garden setting are important aspects of the context retained by the proposals.

3. Application Scope and Planning Background

3.1 The application concerns the improvement and extension of an existing residential property.

3.2 The proposed development is presented for assessment on its own merits. No previous planning permission or permitted-development fallback is relied upon in this statement as justification for the proposed scale.

3.3 The principal considerations are the architectural quality and scale of the remodelled dwelling, its contribution to the street scene, its relationship with neighbouring homes and gardens, and the practical operation of the site.

4. The Proposed Development

4.1 Use and amount

4.1.1 The residential use would remain unchanged. The proposals provide additional accommodation for the occupation of the property as one family home.

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4.1.2 The drawing schedule records the following gross internal floor (GIA) areas:

Existing ground floor: 64.09 square metres
Existing garage (to be demolished): 13.66 square metres
Existing first floor: 46.73 square metres
Existing total: 124.48 square metres

Proposed ground floor: 116.11 square metres
Proposed first floor: 75.73 square metres
Proposed second floor: 63.32 square metres
Proposed total: 255.16 square metres

4.1.3 These figures represent a scheduled increase of approximately 130.68 square metres. The proposal is therefore a substantial enlargement and remodelling of the dwelling.

4.1.4 The additional accommodation is concentrated around and above the existing house. The plot remains in single residential use, with a front garden and driveway and a substantial rear garden.

4.2 Layout

4.2.1 The principal entrance remains on the Station Road frontage. A replacement canopy gives the entrance greater definition and provides shelter at the doorway.

4.2.2 At ground-floor level, the front portion of the dwelling provides a separate lounge, entrance hall and home office. The principal kitchen, dining and family accommodation is arranged towards the rear, with direct access to the garden.

4.2.3 A utility room and WC occupy the ground-floor side extension. This arrangement places supporting accommodation alongside the main living space while maintaining a clear entrance and circulation route through the house.

4.2.4 The first floor provides three bedrooms and a family bathroom. The second floor contains the principal bedroom, en-suite bathroom and dressing accommodation.

4.2.5 The home office is ancillary to the residential use. The plans do not provide an independent commercial unit or separately occupied accommodation.

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4.3 Scale and roof form

4.3.1 The existing ridge is identified at +7.204 metres and the proposed principal ridge at +8.941 metres relative to the stated ground-floor datum. The resulting increase is 1.737 metres.

4.3.2 The proposal introduces an additional accommodation level within a substantially enlarged roof. It should be assessed as comprehensive remodelling of the dwelling, including its upper-floor envelope and roofscape.

4.3.3 Two pitched dormers articulate the front roof slope. Their arrangement relates to the openings below and retains visible roof surfaces around the dormers.

4.3.4 The side gables and rear roof composition accommodate the enlarged upper floors. The ground-floor side and rear elements remain lower than the principal building, with flat roofs and parapets.

4.3.5 The street-scene comparison illustrates the change in relation to the adjoining properties. The design seeks to place the enlarged dwelling within the range of building forms found along the frontage, while maintaining its detached identity and setback from Station Road.

4.4 Appearance and materials

4.4.1 The proposed external treatment brings the retained building and extensions into a coordinated architectural composition.

4.4.2 The materials palette comprises facing brickwork at ground-floor level, horizontal Western Red Cedar boarding to the upper walls and relevant dormer surfaces, and plain clay tiles to the pitched roofs.

4.4.3 The roof tiles are proposed in a warm red/brown colour range. Windows and external doors are specified with white or off-white frames, with black rainwater goods. The entrance canopy combines a timber frame, masonry piers and a tiled roof.

4.4.4 The lower flat roofs use a single-ply covering with metal parapet copings. Roof lanterns provide daylight to the extended ground-floor accommodation. A projecting glazed window-seat feature adds interest to the garden elevation.

4.4.5 The distinction between the brick base, timber-clad upper walls and tiled roof breaks down the apparent mass of the enlarged house. The final

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elevation and material schedule identifies the detailed products, colours and finishes.

4.5 Garden and boundaries

4.5.1 The development retains the established division between the front garden and driveway and the private rear garden.

4.5.2 The block plan shows that the rear garden continues beyond the enlarged dwelling. No subdivision of the garden is proposed.

4.5.3 Existing boundary treatments are indicated for retention. Their continued presence helps define the residential plot and the relationship with adjoining properties.

4.5.4 The external arrangement should retain a practical balance between access, parking, servicing and planting. Existing detailed landscape treatment should complement the building without obstructing access or visibility.

5. Planning Policy Context

5.1 The relevant adopted local policy framework is the Fareham Local Plan 2037, adopted on 5 April 2023.

5.2 Policy D1, High Quality Design and Place Making, is central to the assessment of the proposal's response to its context, architectural identity, built form, materials and long-term quality.

5.3 Policy D2, Ensuring Good Environmental Conditions, addresses the living conditions of existing and future occupants, including outlook, daylight, sunlight, ventilation and privacy.

5.4 Policies TIN1, Sustainable Transport, and TIN2, Highway Safety and Road Network, are relevant to access, parking and the safe operation of the frontage. Policies CC1, Climate Change, and CC2, Managing Flood Risk and Sustainable Drainage Systems, provide the context for environmental performance and drainage.

5.5 The Fareham Borough Design Guidance Supplementary Planning Document, adopted in December 2015, provides further guidance on extensions, dormers, porches, neighbouring amenity and privacy. The

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Residential Car and Cycle Parking Standards Supplementary Planning Document provides a benchmark for parking and cycle storage.

5.6 National policy is contained in the National Planning Policy Framework published on 17 August 2026. Policy DP3 addresses contextual, coherent and sustainable design. Policy DP4 concerns the design process and maintaining design quality through clear approved drawings and specifications.

5.7 These policies and guidance should be applied proportionately to the nature of the proposal and its particular residential setting.

6. Design Response and Planning Assessment

6.1 Principle of development

6.1.1 The proposal provides additional accommodation within an established residential plot and retains one dwelling. Its purpose is to improve the functionality and long-term suitability of the existing home.

6.1.2 The principal issue is the acceptability of the resulting built form and its effects, assessed against the character of the surroundings and the living conditions of neighbouring occupants.

6.2 Character and appearance

6.2.1 The proposals retain the principal house position and its relationship to Station Road. The frontage remains recognisable as an individual dwelling with its own entrance, garden and driveway.

6.2.2 The entrance canopy, regular arrangement of front windows and paired dormers establish an ordered elevation. The lower side and rear additions provide a distinction between the main building and its secondary elements.

6.2.3 The existing frontage contains varied roof forms and architectural treatments. This provides a context in which a different architectural composition can be considered, provided its scale, detailing and relationship to neighbouring buildings are satisfactory.

6.2.4 The proposal involves a greater change than a conventional subordinate extension. Its design justification rests on the quality of the remodelled dwelling as a whole, its placement within the varied street

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scene, the retained detached arrangement and the continued provision of garden space.

6.2.5 The street-scene drawing and site photographs are therefore important supporting documents. They enable the proposed silhouette and frontage composition to be considered alongside the established adjoining buildings.

6.3 Neighbouring amenity

6.3.1 Nos. 23 and 27 Station Road are the principal adjoining properties for the assessment of the extensions and enlarged roof.

6.3.2 The proposed ground-floor extension projects beyond the enlarged upper floors. This stepped arrangement limits the extent of taller development towards the rear garden.

6.3.3 The principal upper-floor outlook is towards the street and rear garden. The north elevation is shown without windows, limiting direct overlooking in that direction. The south-facing openings require consideration in relation to adjoining windows and private space.

6.3.4 No balcony or roof terrace is shown. The upper rooflight is identified for maintenance access.

6.3.5 The increased upper-floor depth, ridge height and side-gable mass are material to the assessment of daylight and outlook. The relevant considerations include separation distances, the position and use of neighbouring windows, ground levels and existing boundary treatments.

6.3.6 The application should be assessed using the existing and proposed plans, sections, photographs and the Council's design guidance. The proposal's acceptability does not depend on an assertion that the enlargement has no effect, but on whether the resulting relationships provide satisfactory living conditions.

6.4 Living conditions within the dwelling

6.4.1 The enlarged layout provides a choice of shared and separate living spaces, improved utility accommodation and a direct relationship between the principal family space and the garden.

6.4.2 Windows and roof lanterns bring daylight into the extended accommodation. The separate lounge and home office provide flexibility for different household activities.

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6.4.3 The additional bedroom and supporting accommodation improve the capacity of the house to meet changing household needs while remaining one dwelling.

6.4.4 Detailed design of the roof accommodation will coordinate stair access, headroom, ventilation, thermal comfort and the usable areas of rooms.

7. Access and Servicing

7.1 Vehicular and pedestrian access

7.1.1 The existing plans identify two driveway entrance/exit points onto Station Road. The proposed arrangement retains access from this frontage.

7.1.2 The demolition of the garage changes the arrangement of built development beside the house. Parking remains associated with the front driveway area.

7.1.3 The parking layout should provide usable spaces and circulation while keeping the principal pedestrian route and access to storage areas unobstructed.

7.1.4 The main entrance is readily identifiable from the frontage. The canopy provides shelter and reinforces the route into the entrance hall.

7.2 Inclusive access

7.2.1 The works concern an existing dwelling with accommodation arranged over several levels.

7.2.2 The detailed design will seek convenient access through firm, even approach surfaces, appropriate thresholds and practical door and circulation arrangements, subject to the existing site levels and applicable Building Regulations requirements.

7.2.3 No claim is made that the proposal provides a fully wheelchair-accessible dwelling. The ground-floor WC, separate study and flexible living spaces nevertheless broaden the practical use of the accommodation.

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7.3 Cycle and refuse storage

7.3.1 The proposed block plan identifies secure cycle storage and bin storage within the plot.

7.3.2 The detailed arrangement should allow convenient access between these facilities, the dwelling and the frontage. Refuse collection arrangements should avoid obstruction of the public footway or vehicle access.

7.3.3 The kitchen and utility accommodation provide opportunities for the separation and temporary storage of household waste and recyclable materials.

8. Sustainability

8.1 The proposal adapts and extends an existing home, retaining elements of the existing building while improving its accommodation.

8.2 The works provide opportunities to improve the performance of the altered building envelope through insulation, glazing, airtightness and appropriate ventilation.

8.3 The detailed specification should balance daylight and views with control of summer solar gain, particularly in the roof accommodation and beneath the ground-floor roof lanterns.

8.4 Materials should be selected for durability, maintainability and responsible sourcing. The timber cladding requires appropriate detailing and a clear finish and maintenance strategy.

8.5 Additional roof and hard-surfaced areas require suitable surface-water drainage. The drainage design should respond to site conditions and avoid increasing runoff or flood risk to adjoining land. Infiltration measures should be used only where ground conditions and separation requirements make them suitable.

8.6 As a householder proposal, the development falls within the exemption from mandatory biodiversity net gain.

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9. Conclusion

9.1 The proposal would extend and remodel Willow Cottage to provide an improved four-bedroom family home within its existing residential plot.

9.2 The scheme retains a single dwelling, its established frontage relationship and a substantial private garden. The architectural approach coordinates the extensions and roof enlargement through an ordered frontage and a consistent external material palette.

9.3 The additional accommodation is substantial, and the increased roof height and upper-floor mass require assessment in their immediate context. The street-scene comparison and site photographs demonstrate a varied residential setting in which the proposed architectural composition can be considered.

9.4 The planning case rests on the quality of the remodelled dwelling, its relationship with neighbouring homes, and the continued provision of practical access, parking, servicing and garden space.

9.5 The applicant considers that the proposal offers a positive opportunity to improve the accommodation and appearance of Willow Cottage. Planning permission is sought on the basis of the accompanying drawings and supporting information, with appropriate conditions securing the approved design and detailed finishes.

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